User Manual

Version 3.0 - October 2012
Deep Archive Manager

IP2Archive

Archive Digitization & Exploitation

EVS

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Regional Contacts

The address and phone number of the EVS headquarters are usually mentioned in the Help > About menu in the user interface.

You will find the full list of addresses and phone numbers of local offices either at the end of this user manual (for manuals on hardware products) or at the following page on the EVS website: http://www.evs.tv/contacts.

User Manuals on EVS Website

The latest version of the user manual, if any, and other user manuals on EVS products can be found on the EVS download center, on the following webpage: http://www.evs.tv/downloadcenter.

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What's New

The changes linked to new features in version 3.0 are listed in the table below.

In the user manual the icon

has been added in the left margin to highlight information on new and updated features.

Click the section number in the table to jump directly to the corresponding section.

Section	Description
5.4, 6.3.4	Integrated software player to play low-resolution files.
5.2.3, 5.2.4	Possibility to search for clips by filename and clipname in the tabs.
6.3.4	Option to always show filter bar.
6.3.5	Automatic archiving, refusing, purging and removing of the high-resolution file can now be configured in the settings. Configuration is dependent on user rights.
6.3.13	Connection with IPDirector API can be configured in the settings.
4.14	A separate Search tab has been added to search for all clips.
4.6	Lock/unlock archived clips against automatic removal of the high-resolution video file.
5.5	Possibility to add notes to a clip.
4.11	Purge Candidates tab has been added to accept the clips that have been automatically requested to be purged.

1. Introduction

1.1. About the Application

The Deep Archive Manager can be considered as the portal to the deep archive system. It gathers the clips that have been requested in IPDirector to be archived or restored, but it can also display clips that originate from other sources (e.g. non-linear editing or playout systems) and that also need to be archived.

It allows a user to decide which clips will be archived and restored and which clips will be excluded from the archive. Once clips have been archived, Deep Archive Manager allows you to manually initiate the removal of the high-resolution video file from the nearline storage and also the removal of archived clips from LTO. The progress of the archive, restore, purge and hi-res removal process can be monitored and the status of each clip can be seen.

Deep Archive Manager can also be configured to automatically archive, refuse and purge particular types of clips, and to remove their high-resolution video file from the nearline storage.

2. Installing the Application

2.1. How to Install the Application

To install the application, proceed as follows:

1. Double-click the `EVS IP2Archive.exe` to launch the IP2Archive Setup Wizard.

   The Welcome screen appears.

EVS IP2Archive Setup
Welcome to EVS IP2Archive Setup
IP2Archive
Collecting information
Preparing installation
Installing
Finalizing installation
Welcome to the Wizard for EVS IP2Archive Setup.
The Setup Wizard will install EVS IP2Archive on your computer. Please click "Next" to continue.
< Back
Next >
Cancel

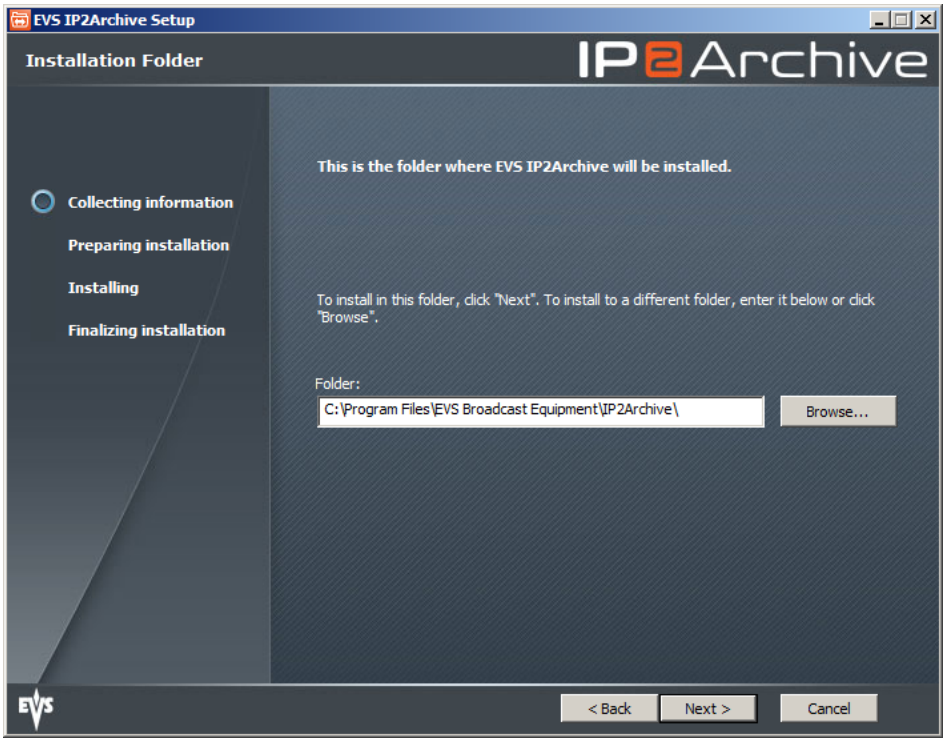
2. Click **Next** to continue.

   The End-User Licence Agreement screen appears.

EVS IP2Archive Setup
End-User License Agreement
IP2Archive
Collecting information
Preparing installation
Installing
Finalizing installation
Please read the following license agreement carefully.
USER LICENSE AGREEMENT FOR
EVS BROADCAST EQUIPMENT SOFTWARE
IMPORTANT-READ CAREFULLY
This EVS Broadcast Equipment End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and EVS Broadcast Equipment for the EVS software product identified above, which includes computer software and may include associated media, printed
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
< Back
Next >
Cancel

3. Read the license agreement on using IP2Archive in your country. Accept the agreement and click **Next** to continue.

   The Installation Folder screen appears.



4. Select the folder where the application has to be installed and click **Next** to continue.

   By default, the IP2Archive applications will be installed in the following folder: `C:\Program Files\EVS Broadcast Equipment\IP2Archive\`(for 32-bit

machines) or `C:\Program Files (x86)\EVS Broadcast Equipment\IP2Archive\` (for 64-bit machines).

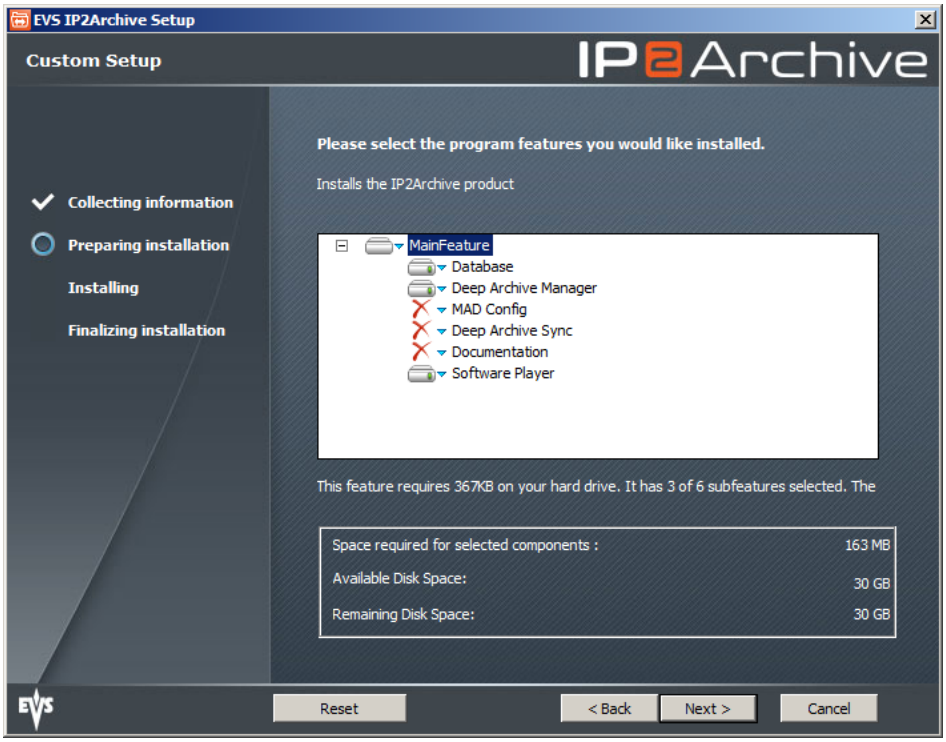
The Setup Type screen appears.

EVS IP2Archive Setup
Setup Type
IP2Archive
Please choose the setup type that best suits your needs.
Collecting information
Preparing installation
Installing
Finalizing installation
Complete
All program features will be installed. (Requires most disk space)
Typical
Installs the most common program features. Recommended for most users.
Custom
Allows users to choose which program features will be installed and where they will be installed. Recommended for advanced users.
< Back
Next >
Cancel

5. Choose a setup type and click **Next** to continue.

   You can choose one of the following setup types:

   - **Complete**: Installs all IP2Archive applications. Continue to step 7.
   - **Typical**: Installs the most common IP2Archive applications, i.e. the database client software, the Deep Archive Manager and the EVS Software Player. Continue to step 7.
   - **Custom**: Allows you to select the IP2Archive applications that have to be installed. The Custom Setup screen appears. Continue to step 6.



6. In the Custom Setup screen, select the applications that you want to install, and then click **Next** to continue.

   The Custom Setup screen shows a tree view of the IP2Archive applications that you can install. By default, the database client software, Deep Archive Manager and the EVS Software Player are selected. When you click a feature or subfeature, a description of the feature will be displayed and also the disk space requirements.

   To add or remove a feature, click the arrow next to the feature name, and then choose one of the following options from the drop-down list:

   - **Will be installed on local hard drive**: Installs the selected feature in the location shown under Installation Folder.
   - **Entire feature will be installed on local hard disk**: Installs the selected feature and all subfeatures.
   - **Feature will be installed when required**:The feature will be installed when you perform an action that requires it.
   - **Entire feature will be unavailable**: For a new installation of IP2Archive, this option passes over the installation of the selected feature. For an existing installation, this option removes the feature from the installation. After you select this option, a red X appears on the feature tree next to the feature name.This option cannot be selected for the database and the EVS Software Player.

   Click the **Reset** button to undo your selection.

7. Do one of the following:

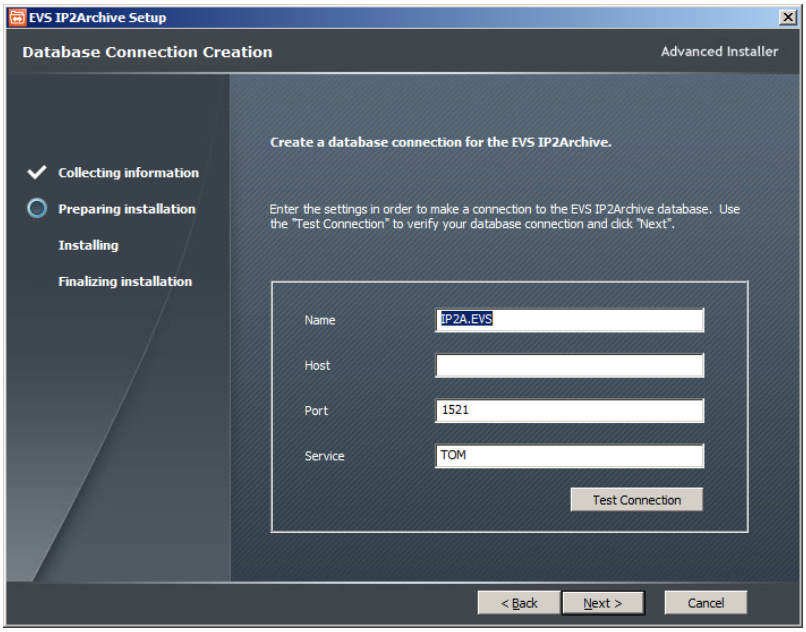
   - If no database client software has been installed yet, the Database Connection Creation screen appears.

Enter the IP address of the database server. The default port number, i.e. 1521, has already been entered. Click **Next**to continue.

- If database client software has already been installed, the Database Selection screen appears.

Select the database name from the drop-down list and enter the username and password necessary to log onto the database. You can test the connection with the database by clicking the **Test Login** button. Click **Next** to continue.

To add a new database, click the **New Database** button and enter the database name (by default IP2A.EVS), the IP address and port number (by default 1521) of the machine that hosts the database, and the service name (by default TOM). You can test the connection with the database by clicking the **Test Login** button. Click **Next** to continue.

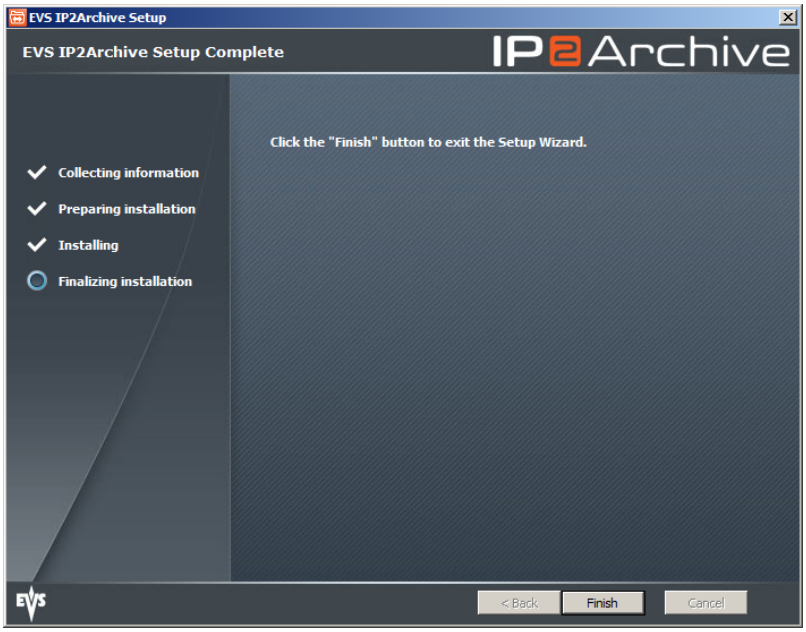


8. Click **Install** to start the installation.

EVS IP2Archive Setup
Ready to Install
IP2Archive
Collecting information
Preparing installation
Installing
Finalizing installation
The Setup Wizard is ready to begin the EVS IP2Archive installation.
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
This installer only installs the applications and the connection to the IP2Archive database. After the installation, make sure that you first configure your selected applications. Click "Settings" and then "Enter into edit mode". When done click "Close" and start the application.
< Back
Install
Cancel

The selected applications will be installed.

9. If the installation has been completed, click **Finish** to exit the Setup Wizard.


EVS IP2Archive Setup
EVS IP2Archive Setup Complete
IP2Archive
Click the "Finish" button to exit the Setup Wizard.
Collecting information
Preparing installation
Installing
Finalizing installation
< Back
Finish
Cancel

2.2. How to Modify, Repair or Remove the Installation

To modify, repair or remove the installation of the application, proceed as follows:

1. Double-click the `EVS IP2Archive.exe` to launch the IP2Archive Maintenance Wizard.

   The Welcome screen appears.

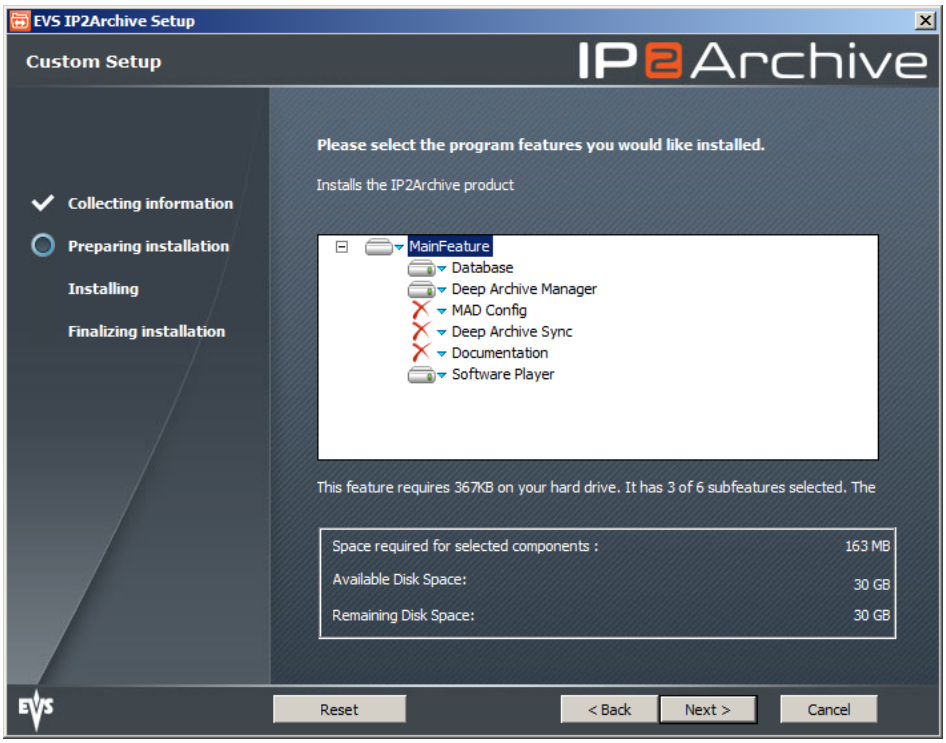
EVS IP2Archive Setup
Welcome to EVS IP2Archive Setup
IP2Archive
Collecting information
Preparing installation
Installing
Finalizing installation
Welcome to the Wizard for EVS IP2Archive Setup.
The Setup Wizard will allow you to change the way EVS IP2Archive features are installed on your computer or even to remove EVS IP2Archive from your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
< Back
Next >
Cancel

2. Click **Next** to continue.

   The Modify, Repair or Remove Installation screen appears.

EVS IP2Archive Setup
Modify, Repair or Remove installation
IP2Archive
Collecting information
Preparing installation
Installing
Finalizing installation
Welcome to EVS IP2Archive Maintenance Wizard.
Please choose the maintenance operation you wish to perform and click "Next".
Modify
Change the state of current installation - add or remove program features.
Repair
Repairs errors in the most recent installation state - fixes missing or corrupt files, shortcuts and registry entries.
Remove
Removes EVS IP2Archive from your computer.
< Back
Next >
Cancel

3. Do one of the following:
   - If you want to modify the IP2Archive installation, e.g. add or remove certain applications, select **Modify** and click **Next**. Continue to step 4.
   - If you want to repair the IP2Archive installation, e.g. fixing missing or corrupt files, shortcuts and registry entries, select **Repair** and click **Next**. Continue to step 6.
   - If you want to remove the IP2Archive installation, select **Remove** and click **Next**. Continue to step .
4. In the Custom Setup screen, select the applications that you want to (de)install.



The Custom Setup screen shows a tree view of the IP2Archive applications that you can install and deinstall. By default, the database client software, Deep Archive Manager and the EVS Software Player are selected. When you click a feature or subfeature, a description of the feature will be displayed and also the disk space requirements.

To add or remove a feature, click the arrow next to the feature name, and then choose one of the following options from the drop-down list:

- **Will be installed on local hard drive**: Installs the selected feature in the location shown under Installation Folder.
- **Entire feature will be installed on local hard disk**: Installs the selected feature and all subfeatures.
- **Feature will be installed when required**:The feature will be installed when you perform an action that requires it.
- **Entire feature will be unavailable**: For a new installation of IP2Archive, this option passes over the installation of the selected feature. For an existing installation, this option removes the feature from the installation. After you select this option, a red X appears on the feature tree next to the feature name.This option cannot be selected for the database and the EVS Software Player.

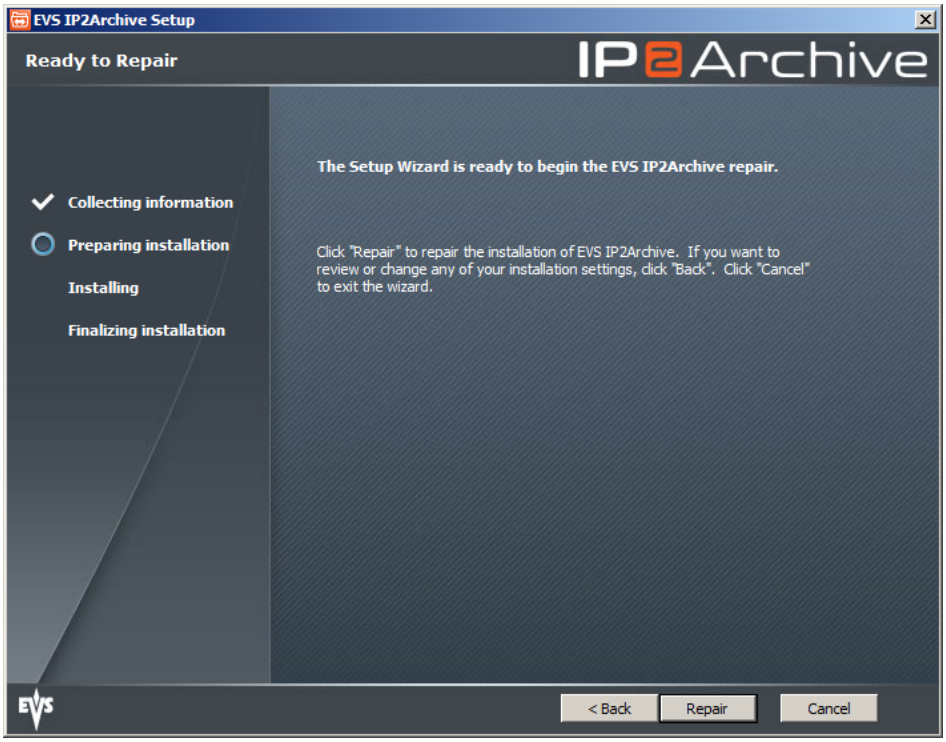
Click the **Reset** button to undo your selection. Click **Next** to continue.

5. Click **Install** to start the installation.

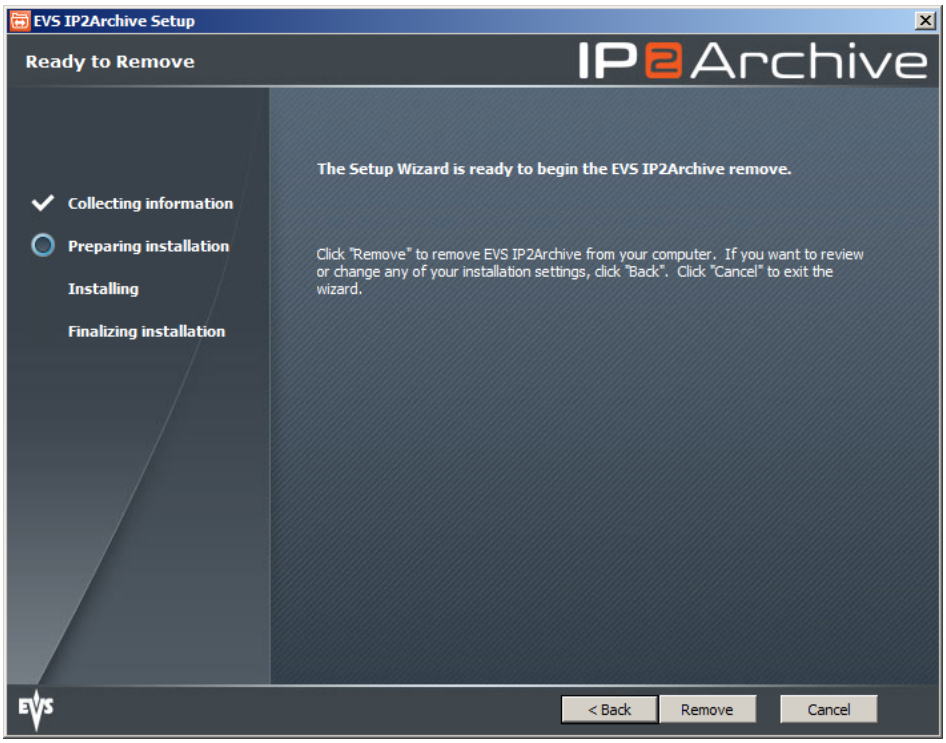
EVS IP2Archive Setup
Ready to Install
IP2Archive
Collecting information
Preparing installation
Installing
Finalizing installation
The Setup Wizard is ready to begin the EVS IP2Archive installation.
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
This installer only installs the applications and the connection to the IP2Archive database. After the installation, make sure that you first configure your selected applications. Click "Settings" and then "Enter into edit mode". When done click "Close" and start the application.
< Back
Install
Cancel

Any features that you have added in the Custom Setup screen will be installed. Any features that you have removed will be uninstalled. The installed features that you haven't modified will be skipped. Continue to step 8.

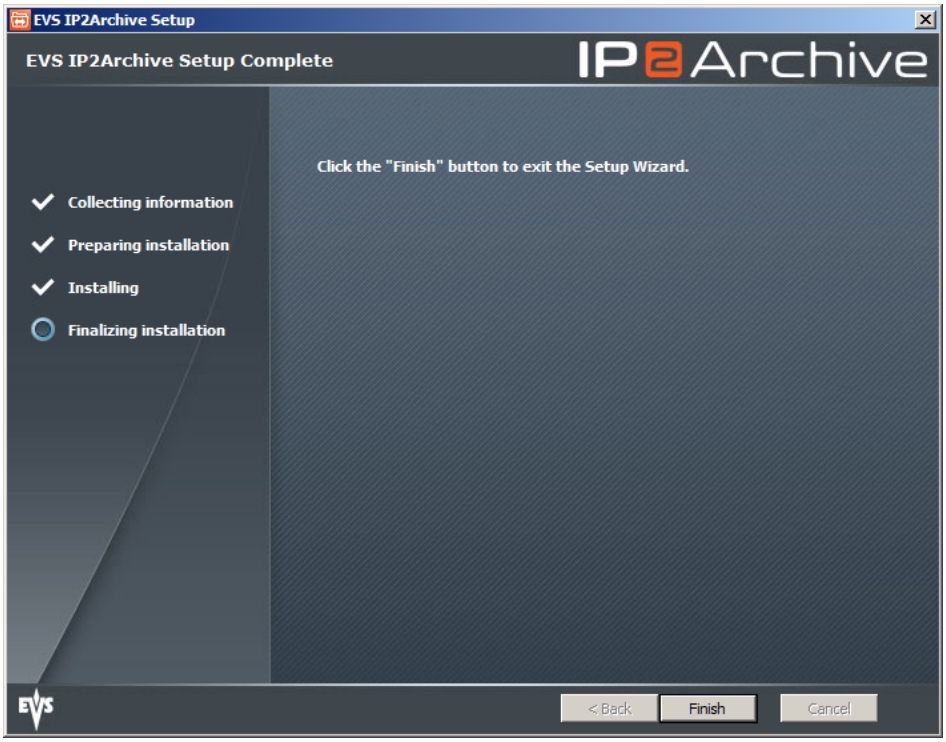
6. Click **Repair** to repair the installation of EVS IP2Archive. Continue to step 8.


EVS IP2Archive Setup
Ready to Repair
IP2Archive
Collecting information
Preparing installation
Installing
Finalizing installation
The Setup Wizard is ready to begin the EVS IP2Archive repair.
Click "Repair" to repair the installation of EVS IP2Archive. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
< Back
Repair
Cancel

7. Click **Remove** to remove IP2Archive from your computer.


EVS IP2Archive Setup
Ready to Remove
IP2Archive
Collecting information
Preparing installation
Installing
Finalizing installation
The Setup Wizard is ready to begin the EVS IP2Archive remove.
Click "Remove" to remove EVS IP2Archive from your computer. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
< Back
Remove
Cancel

8. Click **Finish** to exit the Setup Wizard.


EVS IP2Archive Setup
EVS IP2Archive Setup Complete
IP2Archive
Click the "Finish" button to exit the Setup Wizard.
Collecting information
Preparing installation
Installing
Finalizing installation
< Back
Finish
Cancel

3. Starting Deep Archive Manager

3.1. Start-up Procedure

3.1.1. After Installation

Double-click the IP2Archive Deep Archive Manager icon on your desktop to start the application. You can also start the application by double-clicking the executable file (.exe) in the installation folder.

The splash screen appears.

The application logs into the database. Then, the Settings window appears allowing you to configure the application.

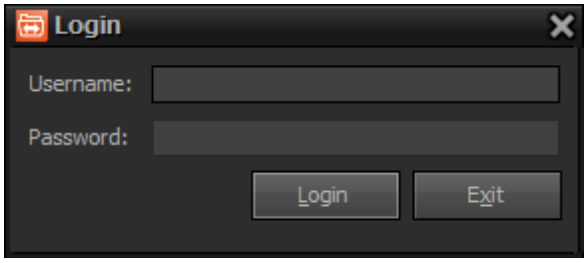
See section "Settings Window" on page 75.

3.1.2. After Configuration

Double-click the IP2Archive Deep Archive Manager icon on your desktop to start the application. You can also start the application by double-clicking the executable file (.exe) in the installation folder.

The splash screen appears. The application logs into the database.

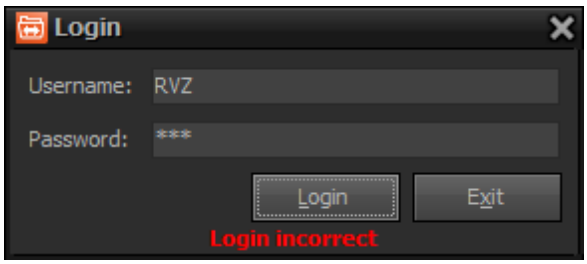
Then, a Login dialog box appears.



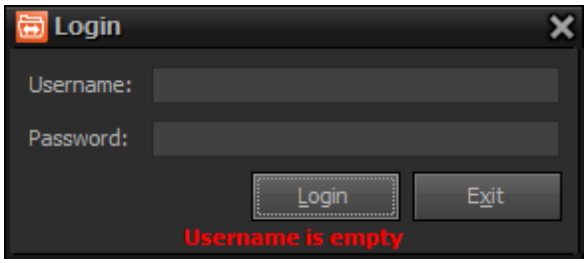
Enter your username and password and click **Login**. The main window of the application opens.

You get an error notification if:

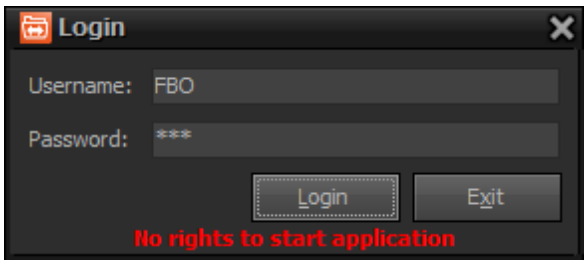
• you have entered a wrong username or password. Contact your system administrator for the correct username and/or password. See section "Managing Users and User Rights" on page 101 for more information about creating users and assigning user rights.



• you have omitted your username.



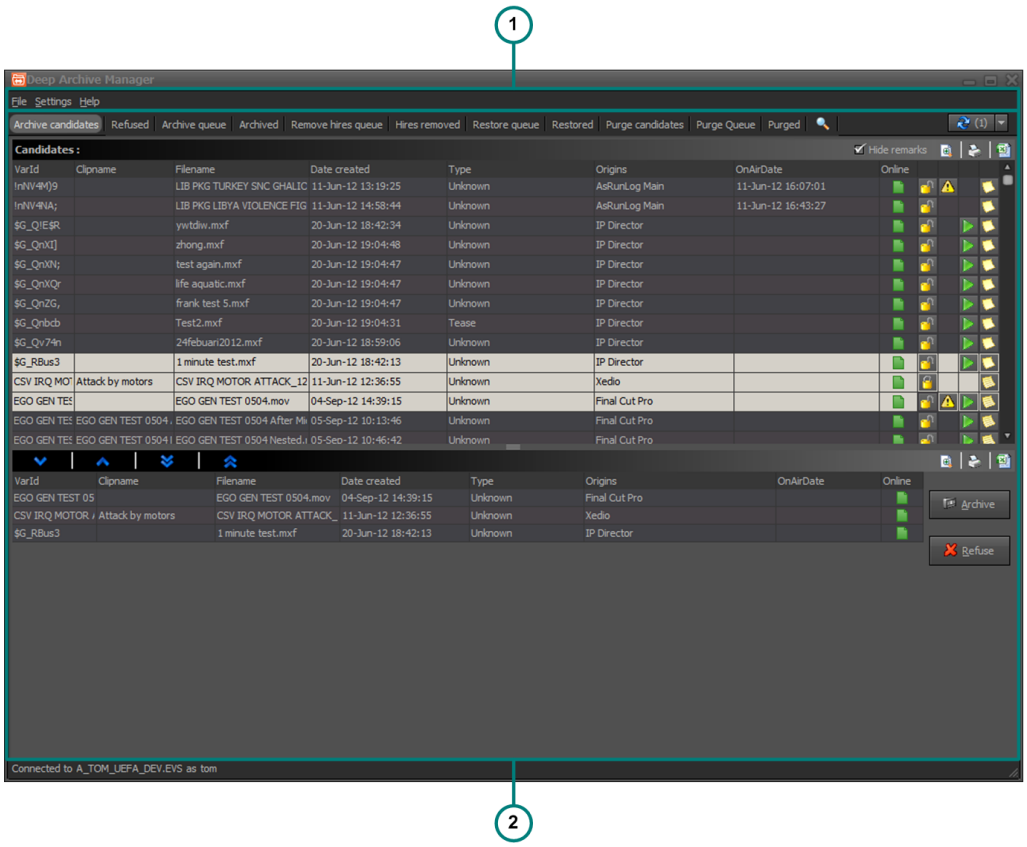
• you have insufficient user rights.



4. Interface

4.1. Main Window Overview

The main window consists of two major areas highlighted in the screenshot below.



(1) Menu Bar

The menu bar contains three menus: **File**, **Settings** and **Help**.

The **File** menu contains only one command: **Exit**. It is used to exit the application. Click the **File** menu or use the keyboard shortcut keys **ALT** + **F** or **F10** + **F** to open it. Click **Exit** or use the keyboard shortcut key **X** to exit the application.

The **Settings** menu doesn't contain any commands. It immediately gives access to the application settings. Click the **Settings** menu or use the keyboard shortcut keys **ALT** + **S** or **F10** + **S** to access the settings.

The **Help** menu contains only one command: **About**. With this command the application splash screen can be opened. The splash screen displays the application software version, the name of the database the application is logged on to and the login name used. Click the **Help** menu or use the keyboard shortcut keys **ALT** + **H** or **F10** + **H** to open it. Click **About** or use the keyboard shortcut key **A** to open the splash screen.

(2) Tabs

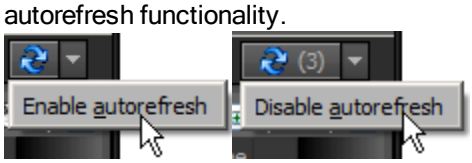
The main window contains twelve tabs. The table below briefly describes the function of each tab.

Tab	Description
Archive Candidates	This tab displays a list of clips that might be eligible for being archived. You can select the clips that should be archived and initiate the archive process. You can also refuse certain clips from being archived. See section " Archive Candidates Tab" on page 20.
Refused	This tab displays a list of clips that have been refused. You can still search these clips and select those you want to be archived after all. See section "Refused Tab" on page 22.
Archive Queue	This tab displays a list of clips that have been requested for archiving. You can monitor the progress of the archive process of each video clip. See section "Archive Queue Tab" on page 24.
Archived	This tab displays a list of clips that have been archived, but whose high-resolution video file has not yet been removed from the nearline storage. You can select the clips whose high-resolution video file needs to be removed and initiate the removal. It also displays the clips whose high-resolution file has been fully restored to the nearline storage. See section "Archived Tab" on page 26.
Remove Hires Queue	This tab displays a list of clips whose high-resolution video file has been requested to be removed from the nearline storage. See section "Remove Hires Queue Tab" on page 28.
Hires Removed Tab	This tab displays a list of clips whose high-resolution video file has been removed from the nearline storage. You can search for and select the clips whose high-resolution video file needs to be restored to the nearline storage and initiate the restoring process. See section "Hires Removed Tab" on page 29.
Restore Queue Tab	This tab displays a list of clips whose high-resolution video file has been requested to be restored to the nearline storage. You can monitor the progress of the restore process of each file. See section "Restore Queue Tab" on page 31.
Restored Tab	This tab displays a list of clips that have been fully or partially restored. See section "Restored Tab" on page 33.
Purge Candidates Tab	This tab displays a list of clips that have been automatically requested to be purged. See section "Purge Candidates Tab" on page 34.

Tab	Description
Purge Queue Tab	This tab displays a list of clips whose high-resolution video file has been requested to be removed or purged from LTO tape. See section "Purge Queue Tab" on page 36.
Purged Tab	This tab displays a list of clips whose high-resolution video file has been removed or purged from LTO tape. A button is provided that allows you archive these files again. See section "Purged Tab" on page 37.
Search Tab	This tab allows you to search for clips in the IP2Archive database using a number of predefined search criteria. See section "Search tab" on page 39.

Refresh Button

The **Refresh** button allows you to manually refresh the data that is displayed in the various grids. Click the arrow next to the **Refresh** button to enable or disable the autorefresh functionality.



The autorefresh functionality can also be enabled or disabled in the settings and a refresh rate can be specified.

See section "Options Tab" on page 77.

4.2. Clip Data

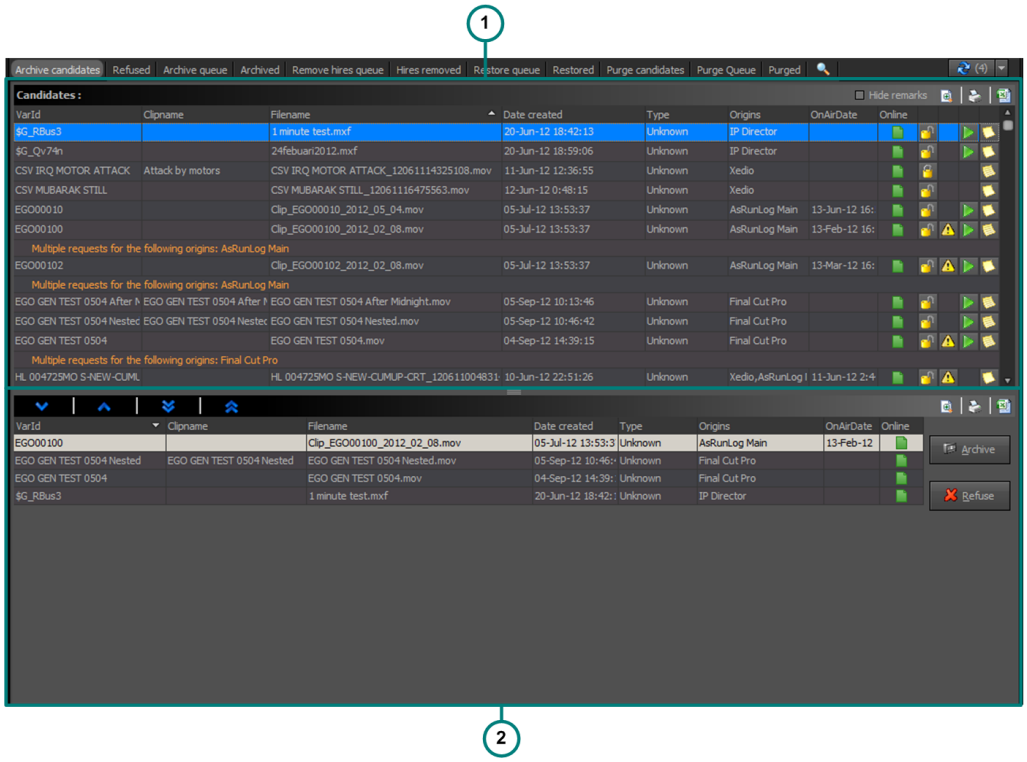
The grids in all the tabs of Deep Archive Manager display the following clip data:

Data	Description
VarID	A 32-character ID with variable length and format. It is automatically assigned by IPDirector to new clips. It is mainly used to ensure redundancy on the system.
Clip Name	Name of the clip.
Filename	Name of the corresponding high-resolution video file and its extension.
Date Created	Date and time the clip appeared in Deep Archive Manager as archive candidate.
Type	Clip content type.
Origins	Application or system through which the clip entered the deep archive system.
Online	Indicates if the high-resolution video file is present on the nearline storage or not. A green icon ( ) indicates that the high-resolution file is online. If the high-resolution file is offline, i.e. not available on the nearline storage, the cell is empty.
	Indicates that the clip has been requested multiple times to be archived from within the same application, e.g. IPDirector, a non-linear editing system or a playout system.
	This button is used to play out the low-resolution video file of the clip in a media player. Depending on the settings, this button will be visible or not. See section "Options Tab" on page 79.
/	This button indicates if notes have been added to the clip. It allows you to add new and to modify existing notes. See section "Adding Notes to Clips" on page 56.

Each tab also displays additional metadata that is relevant for that specific tab.

4.3. Archive Candidates Tab

The Archive Candidates tab consists of two main areas highlighted in the screenshot below.



(1) Candidates Grid

This grid displays clips who may qualify to be archived. The following additional clip information is displayed:

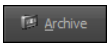
- **OnAirDate**: Date and time the clip was broadcasted. This only applies to clips that originate from a playout system.
- / : This button indicates if a clip can be automatically refused after a certain period of time or not. Depending on your user rights, this button will be available or not. See section "Locking and Unlocking Clips" on page 62.

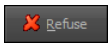
(2) Selected Clips Grid

This grid contains the clips that you have selected from the Candidates grid.

Four buttons are provided allowing you to add and remove clips:

Button	Description
	With this button you can add one or more clips to the Selected Clips grid.
	With this button you can add all the clips to the Selected Clips grid.
	With this button you can remove one or more clips from the Selected Clips grid.
	With this button you can remove all the clips from the Selected Clips grid.

With the **Archive** button  you can manually initiate the archiving of the clips you added to this grid.

With the **Refuse** button  you can indicate that the clips you added to this grid don't have to be archived.

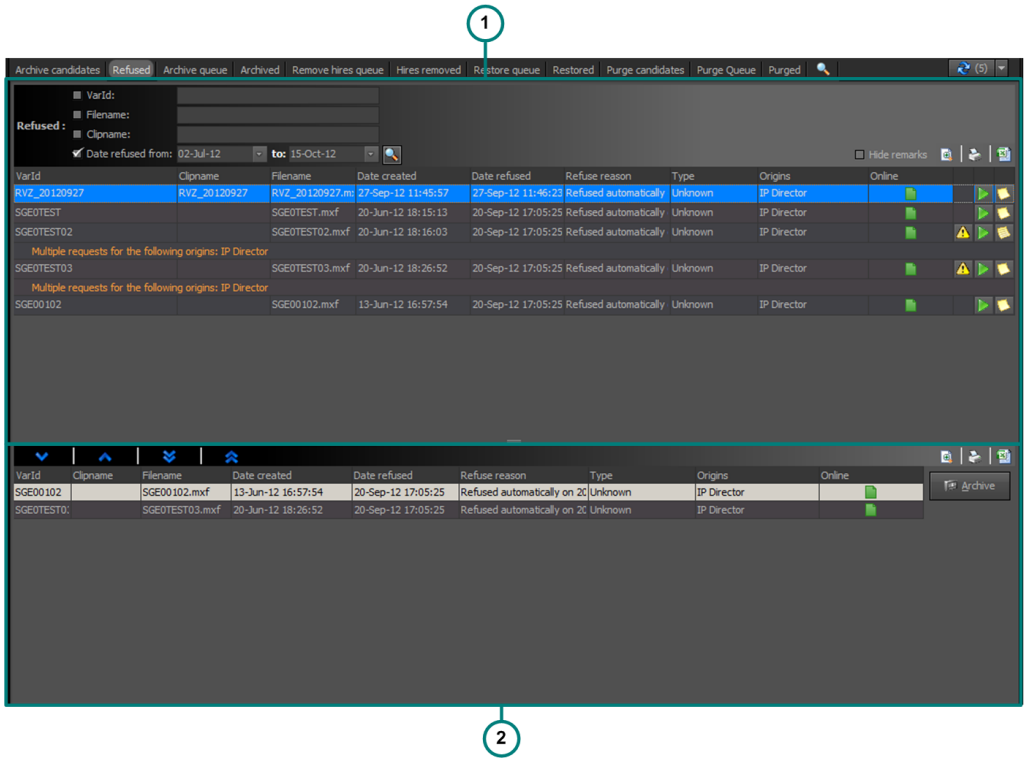
If the Selected Clips grid does not contain clips, the **Archive** and **Refuse** button are unavailable.

Note

Depending on your user rights, the Selected Clips grid will be visible or not.

4.4. Refused Tab

The Refused tab consists of two main areas highlighted in the screenshot below:



(1) Refused Grid

This gird displays a list of clips that have been manually refused by the user in the Archive Candidates tab or that have been automatically refused by Deep Archive Manager. By default, the clips that have been refused in the past 7 days are displayed. This can be modified in the settings. See section "Options Tab" on page 77.

The following additional clip data is displayed:

- **Date Refused**: Date and time the clip was refused.
- **Refuse Reason**: Reason the clip was refused.

The **VarId** check box allows you to search for clips by their VarID. By default, this check box is not selected.

The **Filename** check box allows you to search for clips by the name of the high-resolution video file. By default, this check box is not selected.

The **Clipname** check box allows you to search for clips by their name.

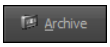
The **Date Refused From** and **To** box allow you to search for clips that were refused on a particular day or in a particular period. By default, the **Date Refused From** check box is selected.

(2) Selected Clips Grid

This grid contains the clips that you have selected from the Refused grid.

Four buttons are provided allowing you to add and remove clips:

Button	Description
	With this button you can add one or more clips to the Selected Clips grid.
	With this button you can add all the clips to the Selected Clips grid.
	With this button you can remove one or more clips from the Selected Clips grid.
	With this button you can remove all the clips from the Selected Clips grid.

With the **Archive** button 

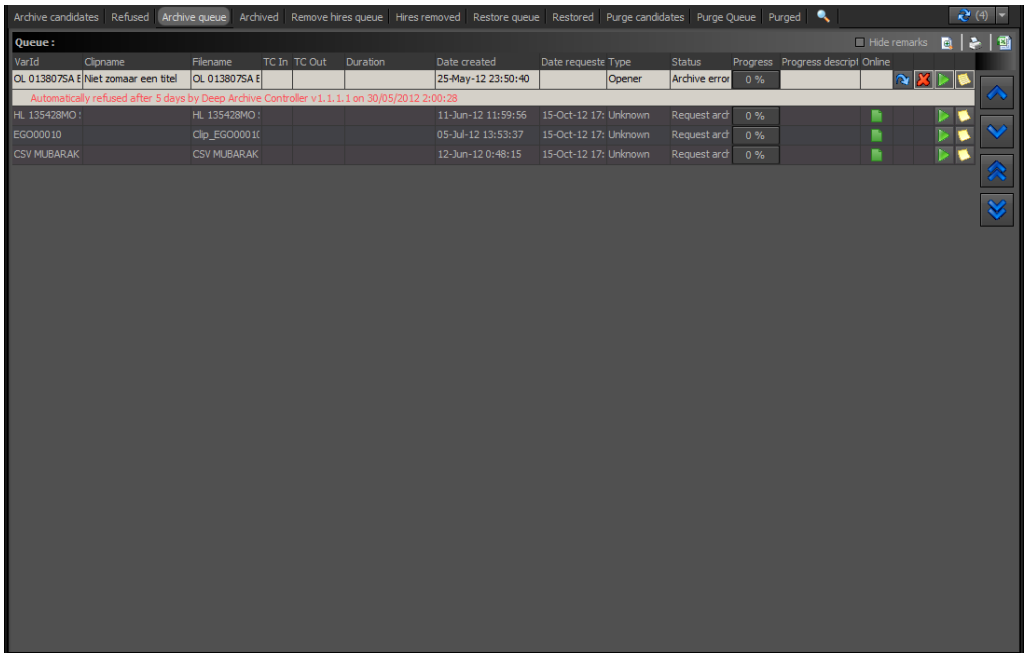
you can manually start the archiving of the clips you added to the Selected Clips grid.

If the Selected Clips grid does not contain clips, the **Archive** button is unavailable.

Note

Depending on your user rights, the Selected Clips grid will be visible or not.

4.5. Archive Queue Tab



This tab displays a list of clips that have been requested to be archived. The following additional clip data is displayed:

- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Requested**: Date and time the archive request was made in Deep Archive Manager or in IPDirector.
- **Status**: Current archiving status of the clip.
- **Progress**: Bar that conveys the progress of the archiving task.
- **Progress Description**: Archive progress description originating from the deep archive system.

The clips are displayed in order of priority. Clips at the top of the queue will be archived first. By default, new clips are added at the bottom of the queue. The maximum number of clips that can be simultaneously archived can be configured in the settings. See section "Storages Tab" on page 98.

Once a clip has been archived, the clip will disappear from the Archive Queue tab and appear in the Archived tab.

Four buttons are provided that allow you to change the order of priority of clips by moving them up or down the queue.

Button	Name	Description
	Higher Priority	With this button you can move a clip one position up in the queue.
	Lower Priority	With this button you can move a clip one position down in the queue.
	Highest Priority	With this button you can move a clip to the top of the queue.
	Lowest Priority	With this button you can move a clip to the bottom of the list.

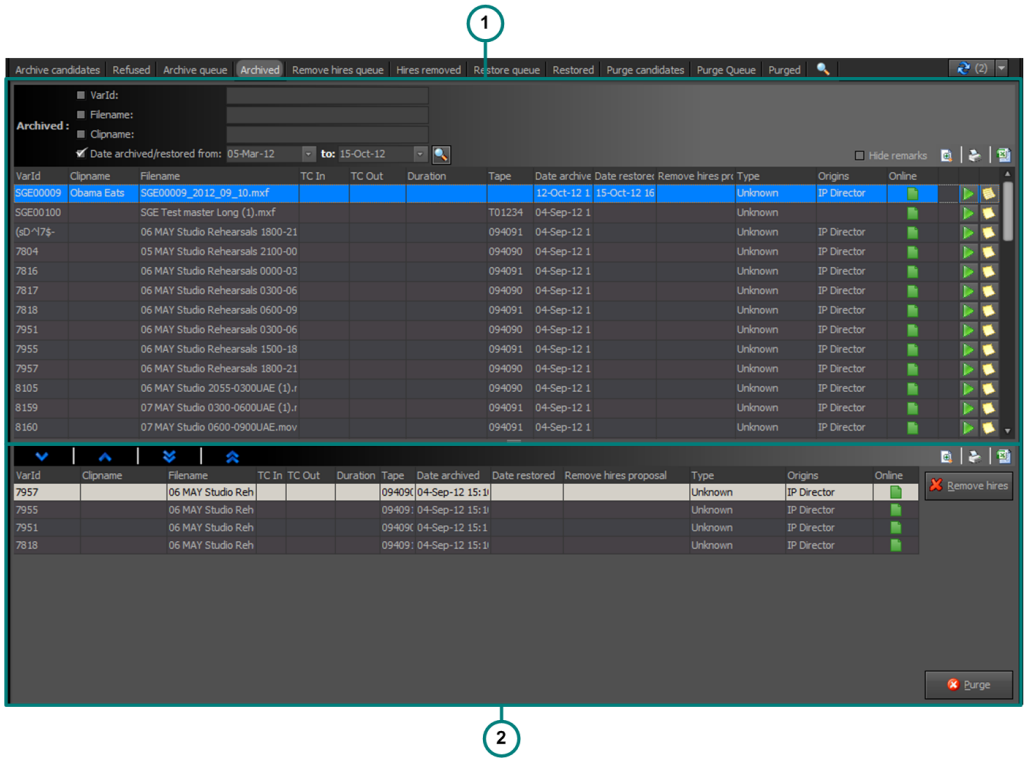
Clips can only be moved up or down the queue as long as the archive request has not yet been picked up by the deep archive system. If you select a clip whose archive request has already been picked up, the four buttons will be unavailable.

Note

Depending on your user rights, these buttons will be visible or not.

4.6. Archived Tab

The Archived tab consists of two main areas highlighted in the screenshot below:



(1) Archived Grid

This grid displays a list of clips that have been archived but whose corresponding high-resolution file has not yet been removed from the nearline storage. It also displays the clips that have been fully restored to the nearline storage. Partially restored clips are only displayed in the Restored tab.

By default, the clips that have been archived or restored in the past 7 days are displayed. This can be changed in the settings. See section "Options Tab" on page 77.

The following additional clip data is displayed:

- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Tape**: ID of the LTO tape on which the clip has been archived.
- **Date Archived**: Date and time the clip was archived.
- **Date Restored**: Date and time the clip was restored.
- **Remove Hires Proposal**: Proposed date and time the high-resolution video file could be removed from the nearline storage.

- / : This icon indicates if the high-resolution file of a clip can be automatically removed after a certain period of time or not. Depending on your user rights this button will be available or not.

The **VarId** check box allows you to search for clips by their VarID. By default, this check box is not selected.

The **Filename** check box allows you to search for clips by the name of the high-resolution video file. By default, this check box is not selected.

The **Clipname** check box allows you to search for clips by their name.

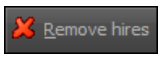
The **Date Archived/Restored From** and **To** box allow you to search for clips that were archived/restored on a particular day or in a particular period. By default, the **Date Archived/Restored From** check box is selected.

(2) Selected Clips Grid

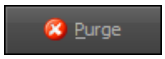
This grid displays the clips that you have selected from the Archived grid.

Four buttons are provided allowing you to add and remove clips:

Button	Description
	With this button you can add one or more clips to the Selected Clips grid.
	With this button you can add all the clips to the Selected Clips grid.
	With this button you can remove one or more clips from the Selected Clips grid.
	With this button you can remove all the clips from the Selected Clips grid.

With the **Remove Hires** button 

you can manually start the removal of the high-resolution file from the nearline storage of the archived and restored clips. Partially restored clips can only be removed from the nearline in IPDirector.

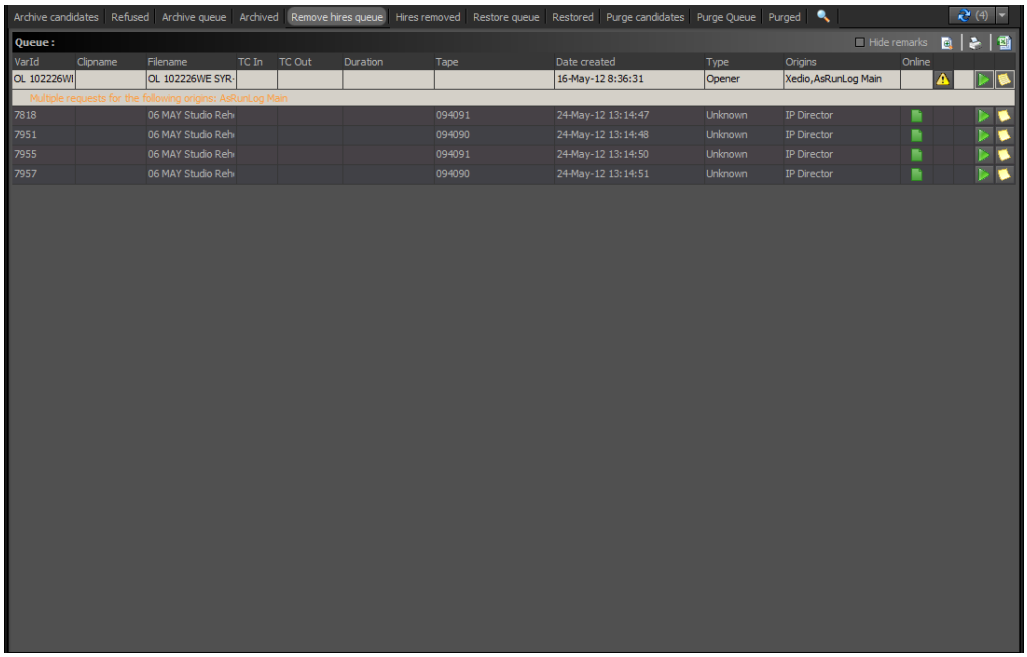
With the **Purge** button 

you can manually initiate the removal of the high-resolution files from LTO tape of the archived and restored clips.

If the Selected Clips grid doesn't contain clips, the **Remove Hires** button is unavailable.

Note
Depending on your user rights, the **Purge** button, **Remove Hires** button or the **Selected Clips** grid will be unavailable.

4.7. Remove Hires Queue Tab



This tab displays a queue of clips whose high-resolution video file has been requested to be removed from the nearline storage.

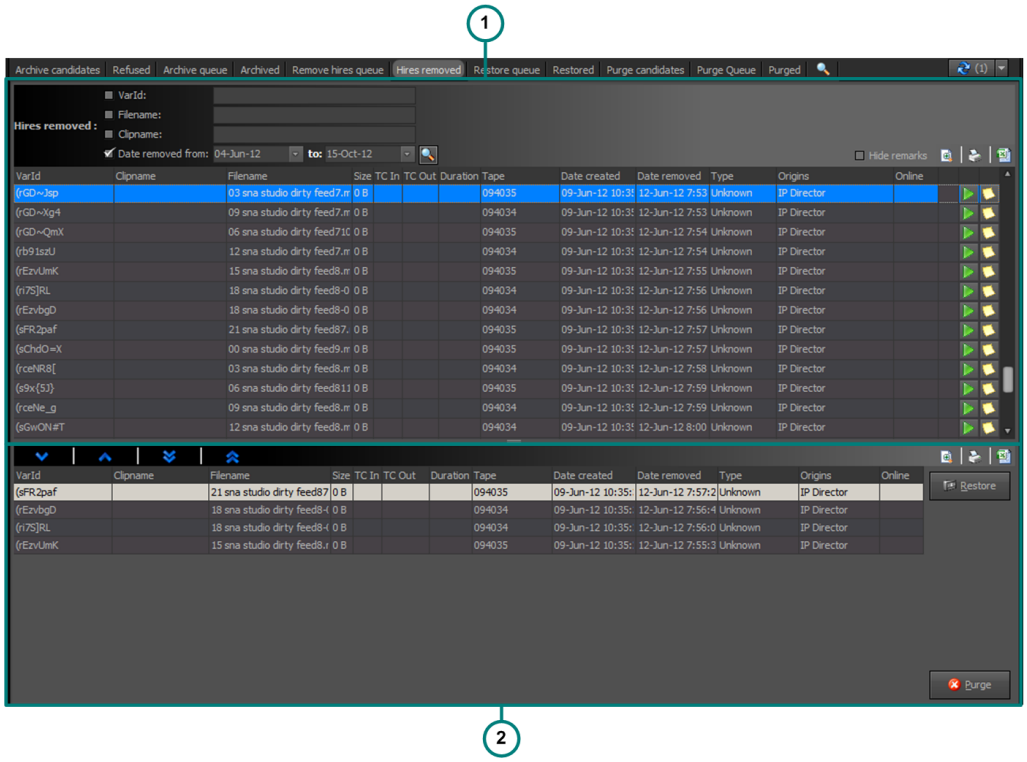
The following additional clip data is displayed:

- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Tape**: ID of the LTO tape on which the high-resolution video file has been archived.

Once the high-resolution video file has been removed from the nearline storage, the clip will disappear from the Remove Hires Queue tab and appear in the Hires Removed tab. See section "Hires Removed Tab" on page 29.

4.8. Hires Removed Tab

The Hires Removed tab consists of two main areas highlighted in the screenshot below:



(1) Hires Removed Grid

This grid displays a list of clips whose high-resolution video file has been archived and has been removed from the nearline storage.

The following additional clip data is displayed:

- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Tape**: The ID of the LTO tape the high-resolution video file was archived to.
- **Date Removed**: Date and time the high-resolution video file was removed from the nearline storage.

The **VarId** check box allows you to search for clips by their VarID. By default, this check box is not selected.

The **Filename** check box allows you to search for clips by the name of the high-resolution video file. By default, this check box is not selected.

The **Clipname** check box allows you to search for clips by their name.

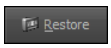
The **Date Removed From** and **To** box allow you to search for clips whose high-resolution video file was removed from the nearline storage on a particular day or in a particular period. By default, the **Date Removed From** check box is selected.

(2) Selected Clips Grid

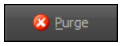
This grid displays the clips that you have selected from the Hires Removed grid.

Four buttons are provided allowing you to add and remove clips:

Button	Description
	With this button you can add one or more clips to the Selected Clips grid.
	With this button you can add all the clips to the Selected Clips grid.
	With this button you can remove one or more clips from the Selected Clips grid.
	With this button you can remove all the clips from the Selected Clips grid.

With the **Restore** button 

you can manually initiate the restoring of the high-resolution video files to the nearline storage.

With the **Purge** button 

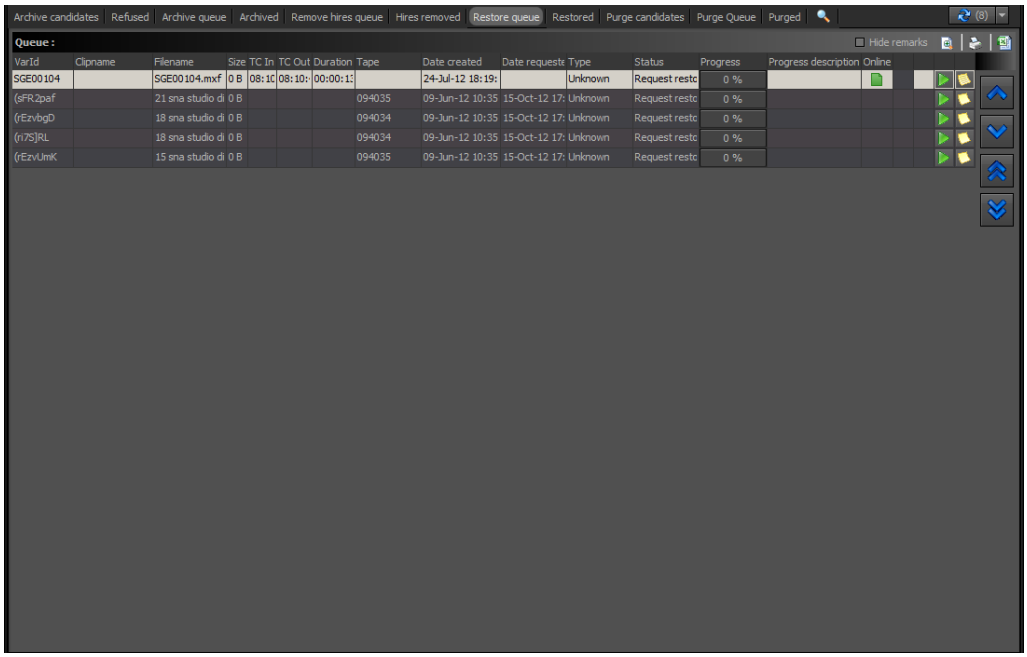
you can manually initiate the removal of the high-resolution video files from LTO tape.

If the Selected Clips grid does not contain clips, the **Restore** and **Purge** button are unavailable.

Note

Depending on your user rights the **Restore** button, **Purge** button or the Selected Clips grid will be avalaible or not.

4.9. Restore Queue Tab



This tab displays a queue of clips of which the high-resolution video file has been requested to be restored to the nearline storage. The following additional clip data is displayed:

- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Tape**: Number of the LTO tape on which the high-resolution video file has been archived.
- **Date Requested**: Date and time the request to restore the high-resolution video file was made in Deep Archive Manager or in IPDirector.
- **Status**: Current restore status of the clip.
- **Progress**: Bar that conveys the progress of the restore task.
- **Progress Description**: Restore progress description originating from the deep archive system.

The clips are displayed in order of priority. The high-resolution file of the clips at the top of the queue will be restored first. By default, new clips are added at the bottom of the queue. The maximum number of high-resolution video files that can be simultaneously restored can be configured in the settings See section "Storages Tab" on page 98.

Once the high-resolution video file of a clip has been restored, the clip will disappear from the Restore Queue tab and appear in the Archived tab and Restored tab. See section "Archived Tab" on page 26 and See section "Restored Tab" on page 33. Partially restored clips will only appear in the Restored tab.

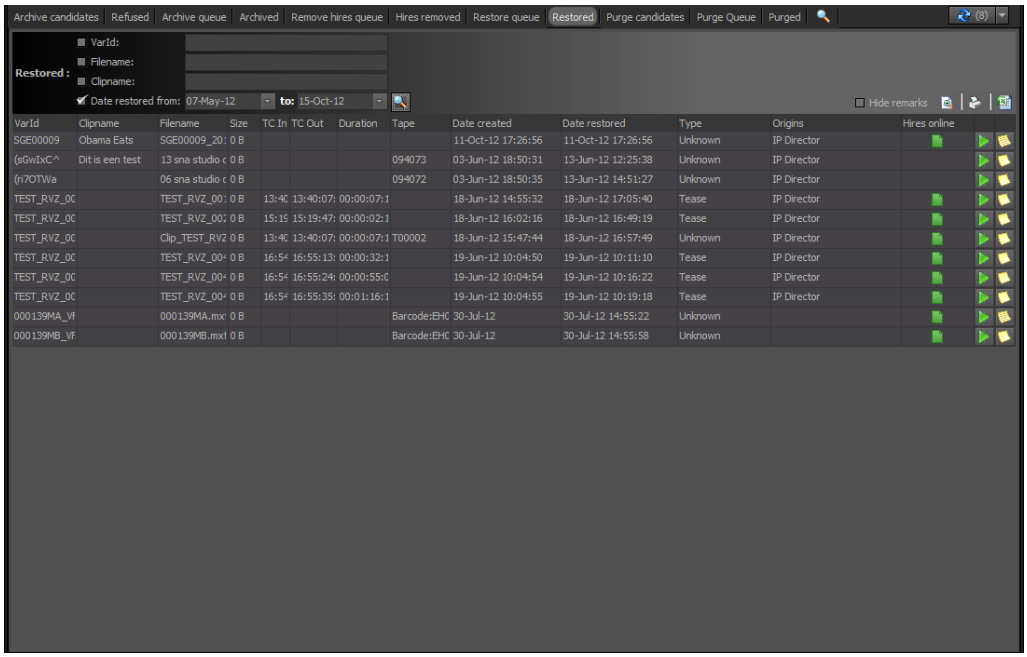
Four buttons are provided that allow you to change the order of priority of clips by moving them up or down the queue.

Button	Name	Description
	Higher Priority	With this button you can move a clip one position up in the queue.
	Lower Priority	With this button you can move a clip one position down in the queue.
	Highest Priority	With this button you can move a clip to the top of the queue.
	Lowest Priority	With this button you can move a clip to the bottom of the list.

Note that clips can only be moved up or down the queue as long as the restore request has not yet been picked up by the deep archive system. If you select a clip whose restore request has already been picked up, the four buttons will be unavailable.

Note
Depending on your user rights, these buttons will be visible or not.

4.10. Restored Tab



This tab displays the clips of which the high-resolution video file has been (partially) restored to the nearline storage.

By default, the clips that have been restored in the past 7 days are displayed. This can be modified in the settings. See section "Options Tab" on page 77.

The following additional clip data is displayed:

- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Restored**: Date and time the high-resolution video file of the clip was restored.

The **VarId** check box allows you to search for clips by their VarID. By default, this check box is not selected.

The **Filename** check box allows you to search for clips by the name of the high-resolution video file. By default, this check box is not selected.

The **Clipname** check box allows you to search for clips by their name.

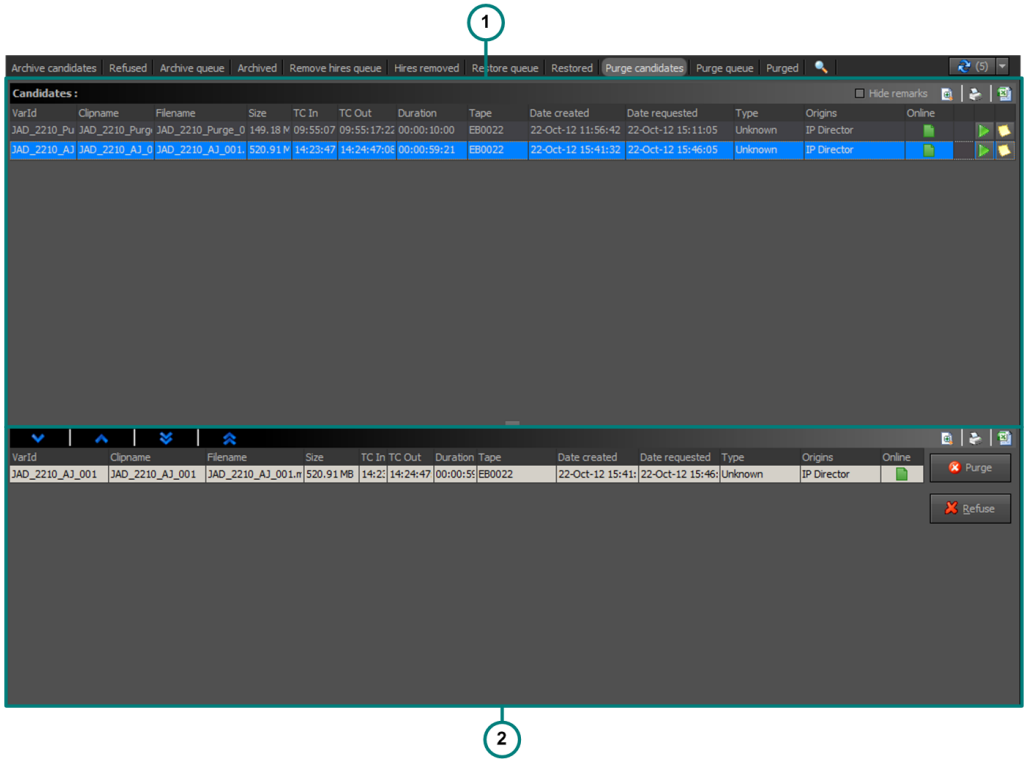
The **Date Restored From** and **To** box allow you to search for clips of which the high-resolution video file was restored to the nearline storage on a particular day or in a particular period. By default, the **Date Restored From** check box is selected.

Note
Partially restored clips can only be removed from the nearline storage in IPDirector.

4.11. Purge Candidates Tab

The Purge Candidates tab displays the clips that have been automatically requested to be purged. See section "Configuration Tab" on page 80.

The Purge Candidates tab consists of two main areas highlighted on the screenshot below.



(1) Purge Candidates Grid

This grid displays the clips that qualify to be purged according to the criteria set in the Configuration tab. By consequence, this grid is filled up automatically. The request to purge the clips has been performed automatically. The following additional clip information is displayed:

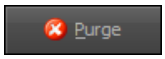
- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Requested**: Date and time when the clip was requested to be purged.
- **Tape**: ID of the LTO tape on which the clip has been archived.
- **Status**: Current purge status of the clip.

(2) Selected Clips Grid

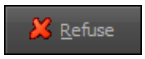
This grid contains the clips that you have selected from the Purge Candidates grid.

Four buttons are provided allowing you to add and remove clips:

Button	Description
	With this button you can add one or more clips to the Selected Clips grid.
	With this button you can add all the clips to the Selected Clips grid.
	With this button you can remove one or more clips from the Selected Clips grid.
	With this button you can remove all the clips from the Selected Clips grid.

With the **Purge** button 

you can manually initiate the removal of the high-and low-resolution files from the nearline storage and from LTO tape.

With the **Refuse** button 

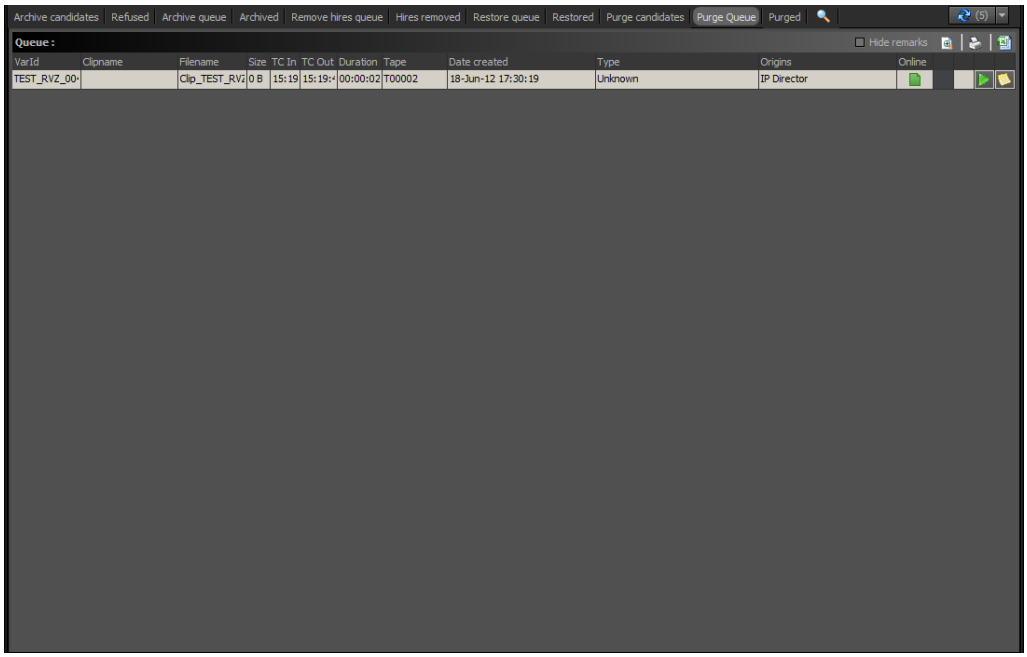
you can manually refuse the the removal of the high- and low-resolution files from the nearline storage and from LTO tape. The clips will disappear from this tab, and appear again in the Archived or Hires Removed tab.

If the Selected Clips grid does not contain clips, the **Purge** button is unavailable.

Note

Depending on your user rights, the Purge Candidates tab will be visible or not.

4.12. Purge Queue Tab



This tab displays a queue of clips of which the high-resolution video file has been requested to be purged from LTO tape.

The following additional clip data is displayed:

- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Tape**: Number of the LTO tape from which the high-resolution video file has to be removed.

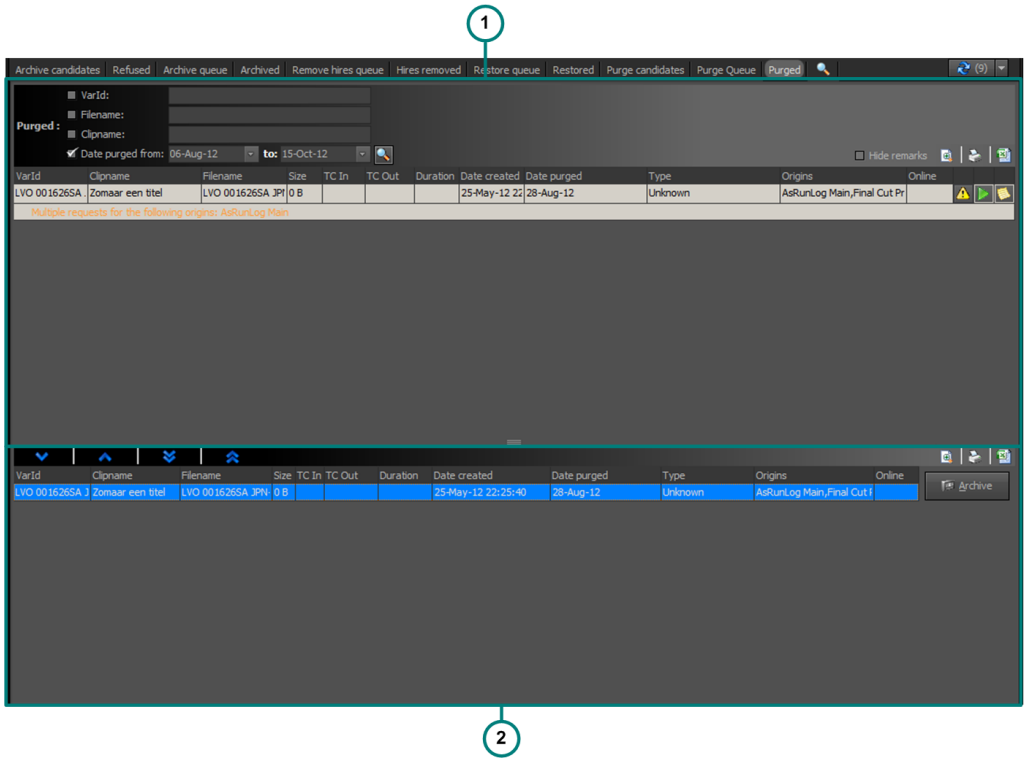
Once the high-resolution video file has been removed from the LTO tape, the clip will disappear from the Purge Queue tab and appear in the Purged tab. See section "Purged Tab" on page 37.

Note

Depending on your user rights, the Purge Queue tab will be visible or not.

4.13. Purged Tab

The Purged tab consists of two main areas highlighted in the screenshot below:



(1) Purged Grid

This tab displays a list of clips that have been purged. By default, the clips the high-resolution file of which has been purged from LTO tape in the past 7 days are displayed. This can be modified in the settings. "Options Tab" on page 77.

The following additional clip data is displayed:

- **Size**: Size of the high-resolution file.
- **TC In**: Start timecode of the clip.
- **TC Out**: End timecode of the clip.
- **Duration**: Duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Purged**: Date and time the clip was purged from LTO tape.

The **VarId** check box allows you to search for clips by their VarID. By default, this check box is not selected.

The **Filename** check box allows you to search for clips by the name of the high-resolution video file. By default, this check box is not selected.

The **Clipname** check box allows you to search for clips by their name.

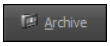
The **Date Purged From** and **To** box allow you to search for clips whose high-resolution video file was purged from LTO tape on a particular day or in a particular period. By default, the **Date Purged From** check box is selected.

(2) Selected Clips Grid

This grid contains the clips that you have selected from the Purged grid.

Four buttons are provided allowing you to add and remove clips:

Button	Description
	With this button you can add one or more clips to the Selected Clips grid.
	With this button you can add all the clips to the Selected Clips grid.
	With this button you can remove one or more clips from the Selected Clips grid.
	With this button you can remove all the clips from the Selected Clips grid.

With the **Archive** button 

you can manually start the archiving of the clips you added to the Selected Clips grid.

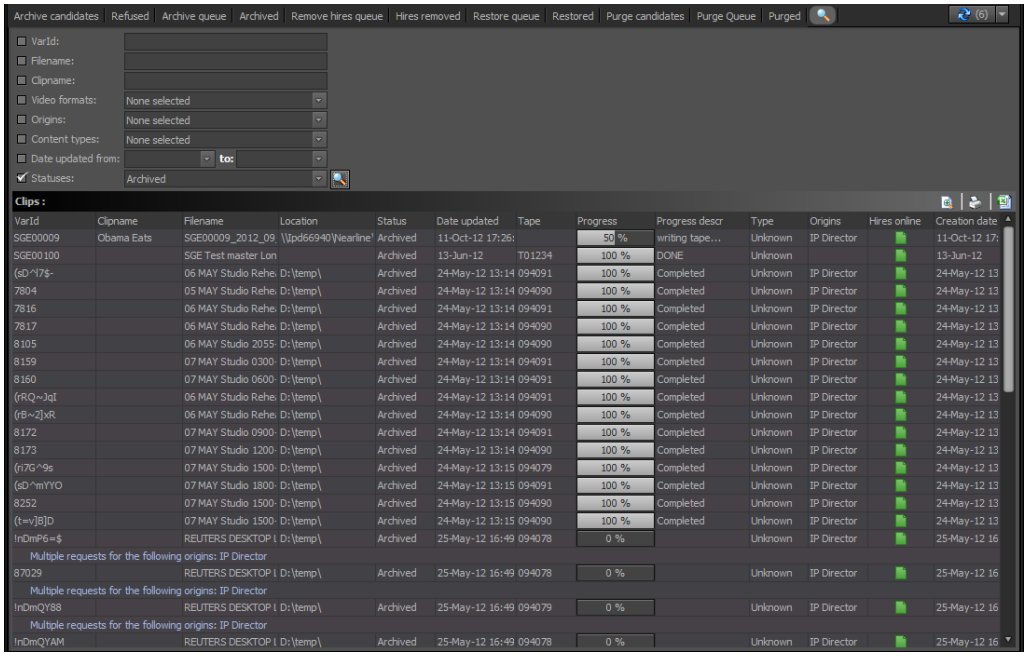
If the Selected Clips grid does not contain clips, the **Archive** button is unavailable.

Note

Depending on your user rights, the Purged tab will be visible or not.

4.14. Search tab

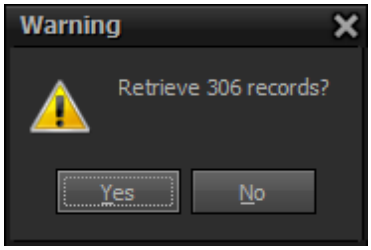
The Search tab allows you to search for clips in the IP2Archive database using a number of search criteria.



Clips can be searched by:

- their VarID
- their filename
- their clipname
- their video format
- their origin
- their content type
- the date or period their archive status was last updated in Deep Archive Manager
- their archive status.

The search criteria can be combined to narrow down the search results. Only the selected criteria are active. To start a search, the user has to click the **Search** button . A warning message will appear indicating the number of search results.



5. Archiving, Restoring and Purging Clips

5.1. Workflow

Requests to archive clips originating from different sources (e.g. non-linear editing systems, playout systems, IPDirector) appear in Deep Archive Manager.

Depending on the settings of Deep Archive Manager, these requests are either automatically processed, or a user has to manually confirm or decline them first. The clips that have been refused can still be requested to be archived later.

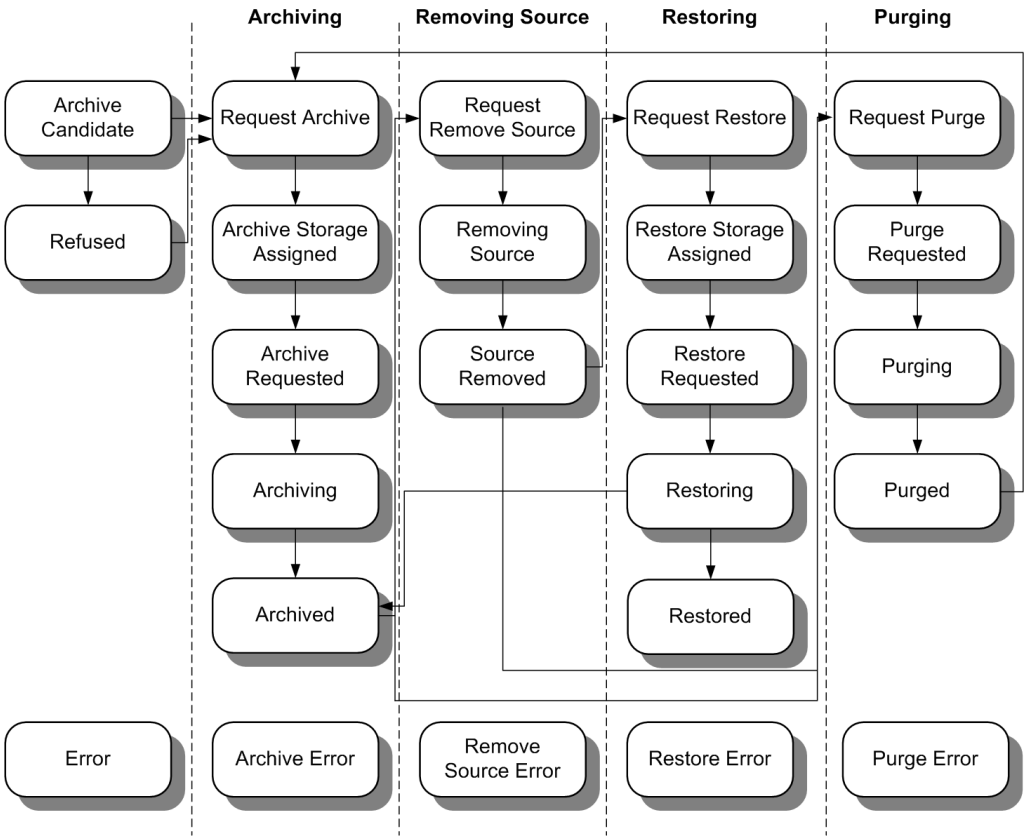
Once the clips have been archived, the user can do two things: (1) he can request to remove the corresponding high-resolution video file from the nearline storage. Only the low-resolution video file will be kept. The remove requests are picked up and processed. (2) he can request to purge or remove the clips from the archive again. The purge requests are picked up and processed. Depending on the settings, the removal of the high-resolution video file can also be performed automatically.

Once the corresponding high-resolution video files have been removed from the nearline storage, the user can do two things: (1) he can request to restore them again. The restore requests are picked up and performed by the deep archive system. (2) he can request to purge or remove the clips from the archive. The purge requests are picked up and processed. Depending on the settings, the purging can also be automatically requested.

Once the clips have been purged from the archive, the user can request to archive them again, provided the corresponding high-resolution video file was not removed from the nearline storage. The archive requests are picked up and processed.

During the various processes, errors can occur.

The schema below displays the various stages in the archive, hires removal, restore and purge processes.


Archiving
Removing Source
Restoring
Purging
Archive Candidate
Request Archive
Request Remove Source
Request Restore
Request Purge
Refused
Archive Storage Assigned
Removing Source
Restore Storage Assigned
Purge Requested
Archive Requested
Source Removed
Restore Requested
Purging
Archiving
Restoring
Purged
Archived
Restored
Error
Archive Error
Remove Source Error
Restore Error
Purge Error

5.2. Searching for Clips

5.2.1. Introduction

Deep Archive Manager allows you to search for clips in two possible ways:

- You can use the search bar that is provided in Refused, Archived, Hires Removed, Restored and Purged tab to search for clips with a specific archive status. For example, in the Archived tab you can search for clips that have been archived.
- You can also make use of the Search tab. This tab allows you to search for all clips in the IP2Archive database. See section "Search tab" on page 39.

5.2.2. Searching for Clips by VarID

To search for clips in a particular tab using the clip VarID, proceed as follows:

1. (Optional) Select the **VarId** check box.

2. Enter (part of) the VarID in the field next to the **VarId** check box. The check box will be automatically selected.
3. Click to start the search.

   The clips whose VarID matches (part of) the VarID you entered are displayed.

5.2.3. Searching for Clips by Filename

To search for clips by their filename, proceed as follows:

1. (Optional) Select the **Filename** check box.

2. Enter (part of) the filename in the field next to the **Filename** check box. The check box will be automatically selected.
3. Click to start the search.

   The clips whose filename matches (part of) the filename you entered are displayed.

5.2.4. Searching for Clips by Clipname

To search for clips by clipname, proceed as follows:

1. (Optional) Select the **Clipname** check box.

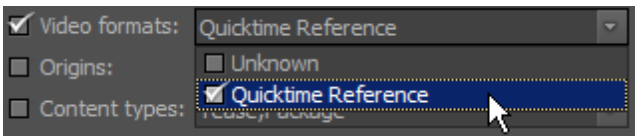
2. Enter (part of) the clipname in the field next to the **Clipname** check box. The check box will be automatically selected.
3. Click to start the search.

   The clips whose clipname matches (part of) the clipname you entered are displayed.

5.2.5. Searching for Clips by Video Format

To search for clips in the IP2Archive database by video format, proceed as follows:

1. (Optional) Select the **Video Formats** check box.
2. From the drop-down list select the desired video format. Multiple formats can be selected. The **Video Formats** check box will be automatically selected.

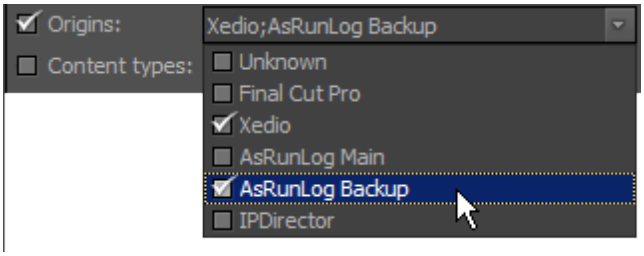


3. Click the **Search** button to start the search.

5.2.6. Searching for Clips by Origin

To search for clips in the IP2Archive database by their origin, proceed as follows:

1. (Optional) Select the **Origins** check box.
2. From the drop-down list select the desired origin. Multiple origins can be selected. The **Origins** check box will be automatically selected.

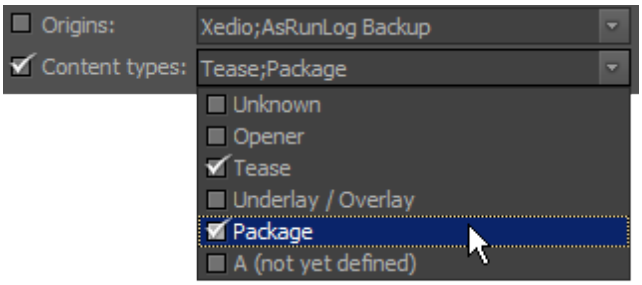


3. Click the **Search** button to start the search.

5.2.7. Searching for Clips by Content Type

To search for clips in the IP2Archive database by their content type, proceed as follows:

1. (Optional) Select the **Content Types** check box.
2. From the drop-down list select the desired content type. Multiple content types can be selected. The **Content Types** check box will be automatically selected.

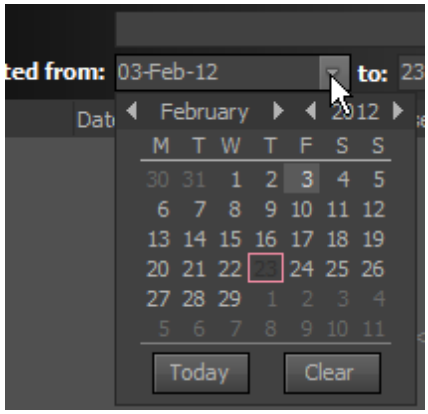


3. Click the **Search** button to start the search.

5.2.8. Searching for Clips By Date

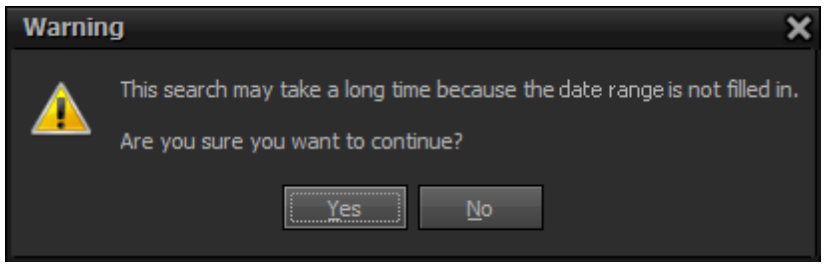
To search for clips that have been rejected, archived, restored, purged or of which the high-resolution video file was removed on a particular day or in a particular period, proceed as follows:

1. Open the desired tab.
2. Select the **Date From** box or check if it has been selected.
3. In the **Date From** box, do one of the following:
   - Enter the desired start date. Proceed to step 5.
   - Click the downward pointing arrow to open a date picker.



Proceed to step 4.

If you don't enter a date range, a message will appear warning you that the search may take a long time. Click **Yes** to continue or **No** to abort the search.



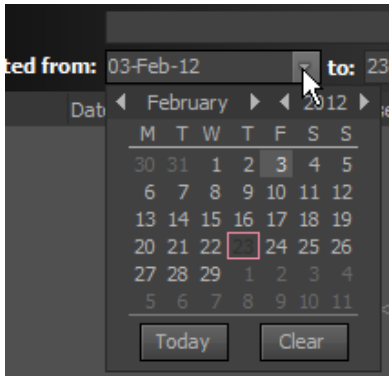
4. Do one of the following:
   - Select the desired year, month and day.
   - Click **Clear** to clear the currently selected date and select a new date.
   - Click **Today** to select the current date.
5. In the **To** box, enter an end date for the period or select a date from the date picker.

   To display the clips that have been rejected, archived, restored, purged or of which the high-resolution video file was removed on a particular day, enter the same date as the one you entered in the **Date Removed From** box.
6. Click to start the search.

5.2.9. Searching for Clips by Update Period

To search for clips in the IP2Archive database by the date or period their archive status was last updated in Deep Archive Manager, proceed as follows:

1. Select the check box next to the **Date Updated From** box.
2. In the **Date Updated From** box, do one of the following:
   - Enter the desired start date. Proceed to step 4.
   - Click the downward pointing arrow to open a date picker.

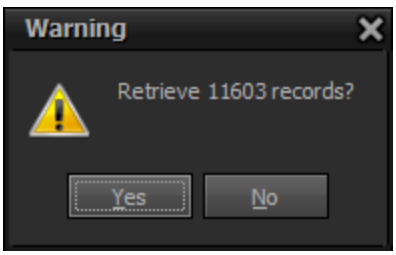


Proceed to step 3.

3. Do one of the following:
   - Select the desired year, month and day.
   - Click **Clear** to clear the currently selected date and select a new date.
   - Click **Today** to select the current date.
4. In the **To** box, enter an end date for the period or select a date from the date picker.

   To display the clips whose archive status was last updated on a particular day, enter the same date as the one you entered in the **Date Updated From** box.
5. Click to start the search.

   A warning message appears indicating the number of clips found. If there are a lot of results, the loading can take some time.

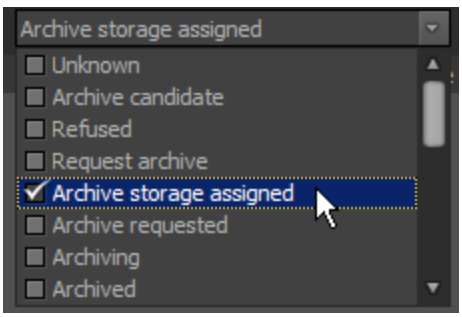


6. Click **Yes** to continue or **No** to cancel the search operation.

5.2.10. Searching for Clips by Archive Status

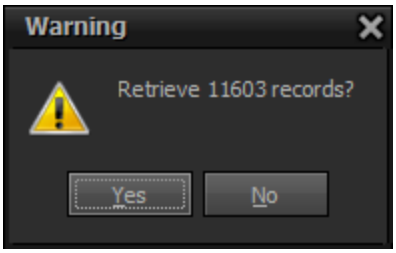
To search for clips in the IP2Archive database by archive status, proceed as follows:

1. (Optional) Select the **Statuses** check box.
2. Open the drop-down list and select the desired archive statuses from the list. The **Statuses** check box will be automatically selected.



3. Click to start the search.

   A warning message appears indicating the number of clips found. If there are a lot of results, the loading can take some time.



4. Click **Yes** to continue or **No** to cancel the search operation.

   The clips are displayed in the Search Results pane.

5.3. Managing Grids and Grid Data

5.3.1. About Managing Grids and Grid Data

In the application most of the data is displayed in grids. Each grid consists of a number of columns containing specific information.

The application provides you a number of functions that allow you to organize the display of data in the grids to be clearer and more comprehensible. This will enable you to find back information much faster.

It is possible to:

- sort and filter data
- widen and narrow columns

The data of the grids can be printed and/or exported to Excel for reporting purposes.

Note
Filtering and sorting data is not possible in the Archive Queue, Remove Hires Queue, Restore Queue tab and Purge Queue tab.

5.3.2. Expanding and Collapsing Panes and Grids

Certain panes and/or grids are separated by a splitter bar.

To fully expand a pane or grid, click the splitter bar at the top or bottom of this pane or grid.

To collapse a pane or grid again, click the splitter bar at the top or bottom of the pane.

To manually change the height of a pane or grid, drag the splitter bar until the grid has the desired height.

5.3.3. Adjusting the Width of a Grid Column

To manually adjust the width of a particular column, drag the right or left border of the column header until the column has the desired width.

To manually change the width of a column to fit the contents, double-click the boundary on the right side of the column header.

5.3.4. Sorting Grid Data

Every grid can be sorted according to the values in one of the columns. You can sort text (from A-Z or from Z-A), numbers (from low to high or from high to low).

To sort the data in a particular column, click the column header once to sort the data in ascending order. Click again to sort the data in descending order. An arrow next to the column header indicates the sorting method.

	sorted in ascending order
	sorted in descending order

5.3.5. Filtering Grid Data

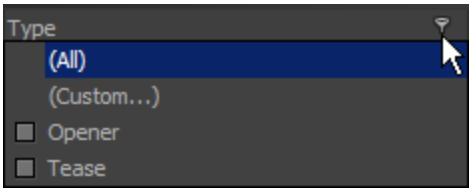
You can filter the data in a grid by using two types of filters: by one or more values from a particular column or by simple or complex criteria.

Filtering Grid Data by Values From a Column

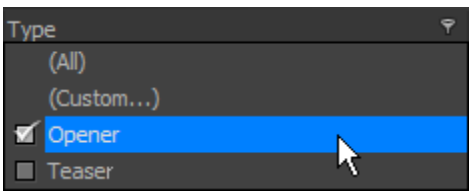
To filter the data in a particular grid by one or more values from a particular column, proceed as follows:

1. Hold your cursor over the header of the column by whose values you want to filter the grid, and then click the filter button.

   A drop-down list opens containing all the column values.

2. Select the desired values.

Only the records that contain one of the selected values are displayed in the grid. At the bottom of the grid a filter bar appears displaying the applied filter.

3. In the filter bar, do one of the following:

- Clear the check box next to the filter ☑ to undo it. Select the check box to apply the filter again.
- Click ✕ to undo the filter and close the filter bar.
- Click ▾ to open a drop-down list containing previously applied filters.
- Click **Customize** to create a complex filter.

Filtering Grid Data by Criteria

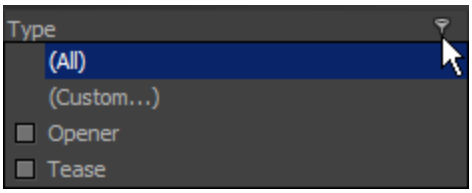
Filters by criteria can be simple or complex:

- **Simple filters** consist of one or two criteria and one Boolean operator (AND or OR).
- **Complex filters** consist of more than two criteria and more than one Boolean operator (AND, OR, NOT AND and NOT OR).

How to Create a Simple Filter

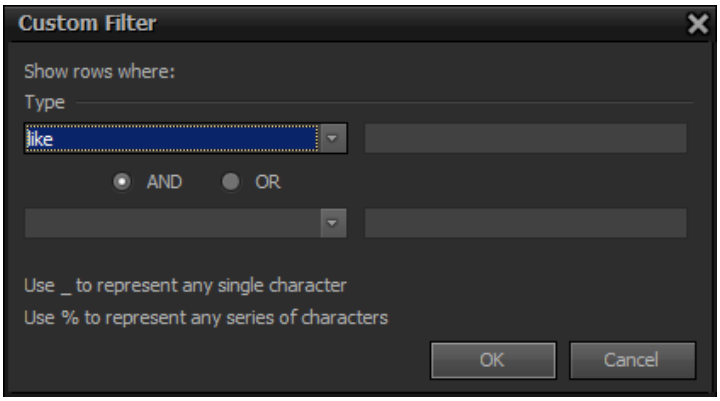
To create a simple filter, proceed as follows:

1. Hold your cursor over the header of the desired column, and then click the filter button appearing in the right corner.



2. From the drop-down list, select the option **(Custom...)**.

   The Custom Filter dialog box appears. Here you can enter the criterion or the two criteria you want to filter the values of the selected column by.



3. Select the desired comparison operator from the first drop-down list.

A comparison operator is used in comparison criteria to compare two values. Operators include: 'equals', 'does not equal', 'is less than', 'is less than or equal to', 'is greater than', 'is greater than or equal to', 'like', 'not like', 'is blank' and 'is not blank'.

For example, if you want to filter the values of a column by text that includes a certain word, character or sign, you have to select the comparison operator 'like'.

4. Enter text in the field next to the first drop-down list.

   For example, if you want to filter by text that includes the letter 'S', type %S%.

   The % wildcard can substitute for zero or more characters. The _ character can substitute for exactly one character.

5. If you want to add a second filter criterion, select the desired Boolean operator. Select:

- **AND**, if both criteria have to be true;
- **OR**, if at least one of the criteria or both have to be true.

6. Select the desired comparison operator from the second drop-down list, and then enter text in the field at the right.
7. Click **OK** to apply the filter.

   Only the values matching the entered criterion or criteria will be displayed.

How to Create a Complex Filter

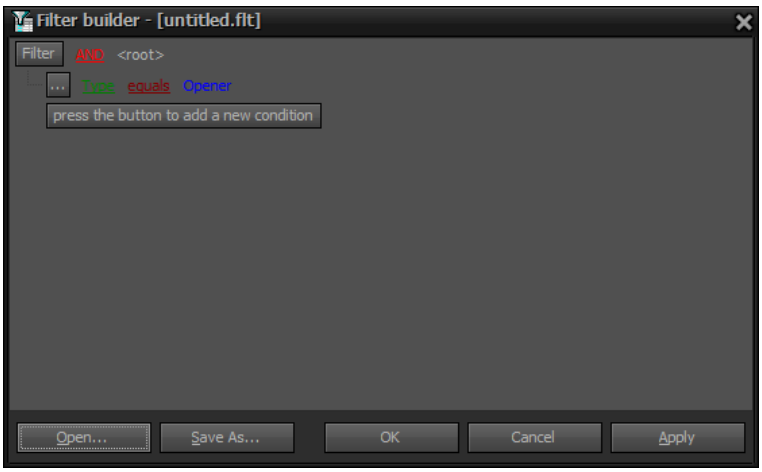
To create a complex filter, proceed as follows:

1. Apply a simple filter to a grid or filter a grid by selecting one or more values from a list of values. See above.

   At the bottom of the grid a filter bar appears.

2. In the filter bar, click the **Customize** button.

   A dialog box appears that allows you to create complex filters. The criteria of the active filter are displayed in a tree structure. Here you can add extra criteria and change the existing criteria.



3. Do one of the following:

- To add a new criterion, do one of the following:
  - click the **Press the Button to Add a New Condition** button;

- click the **Filter** button and select **Add Condition**;
- click … next to a criterion and select **Add Condition**;

- To change a criterion, do one of the following:
  - click a column header (green and underlined text) and select another value from the list;
  - click a comparison operator (dark red and underlined text) and select another value from the list: 'equals', 'does not equal', 'is less than', 'is less than or equal to', 'is greater than', 'is greater than or equal to', 'like', 'not like', 'is blank', 'is not blank', 'between', 'not between', 'in', 'not in';
  - click the dark blue text on the right of the comparison operator and enter another value.
- To delete a criterion, click the … button to the left of the criterion and select the option **Remove Row**.
- To add a group of criteria, do one of the following:
  - click … next to a random criterion and select **Add Group**;
  - click the **Filter** button and select **Add Group**.
- To delete all criteria, click the **Filter** button and select the option **Clear All**.

4. Do one of the following:

- To open an existing complex filter, click **Open**;
- To save the current filter, click **Save As**;
- To confirm the changes and close the dialog box, click **OK**;
- To undo the changes, click **Cancel**.
- To apply the changes, click **Apply**.

  At the bottom of the grid a bar appears which displays the components of the complex filter. Note that if you have already created a custom filter in the past, you can reapply it by clicking the current filter or the downward pointing arrow. A drop-down list containing previous filters appears.

5.3.6. Printing and Exporting Grid Data

Print and Export Toolbar

A toolbar is provided containing buttons that allow you to print or export to Excel the data displayed in the grid. The table below describes each button.

Button	Description
	This button allows you to preview the grid data before printing.
	This button allows you to print the grid data.
	This button allows you to export the grid data to Excel.

Printing Grid Data

To print the data of a particular grid, proceed as follows:

1. Click the **Print** button above the grid whose data you want to print.

   A Print dialog box appears.

2. Click **Print** to print the grid data.

Exporting Grid Data

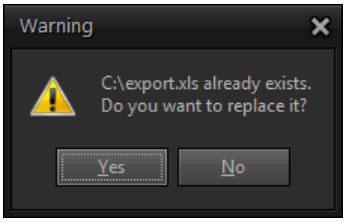
To export the data of a particular grid to Excel, proceed as follows:

1. Click the **Excel Export** button above the grid whose data you want to export to Excel.

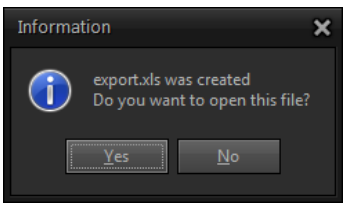
   An Excel file is generated. The suggested Excel file name contains the current date and name of the tab of which you want to export the data. You can still modify this name.

2. Browse for the folder where you want to save the Excel file.
3. Enter a name in the **File Name** field or use the default name, and then click **Save** to save the file.

   If the folder contains an Excel file with the same file name, a warning message will appear asking you if you want to replace the existing file. Click **Yes** to continue and **No** to cancel the operation.

   Once you have saved the file, a message box appears asking you if you want to open the newly generated Excel file. Click **Yes** to open the file and **No** to cancel the operation.

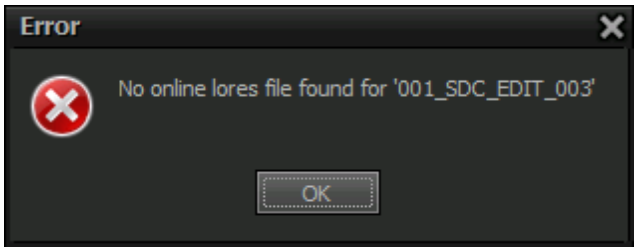
5.4. Playing Back Low-Resolution Files

Introduction

Deep Archive Manager allows you to open a media player and play back the low-resolution video file of a particular clip by clicking the **Play Lores File** button .

Note
To be able to play back the low-resolution video file, Deep Archive Manager should be connected with IPDirector through the IPDirector API. See section "IPDirector API Tab" on page 99.

If the low-resolution video file is not online, the following error message will appear.



Media Player Overview

The main areas of the media player are highlighted on the screenshot below.

The table below describes the various areas of the media player:

Area	Name	Description
1	Video Display	The file is played back in the video display.
2	Timecode Field	The **Timecode** field displays the timecode value corresponding to the current position of the file being played back.
3	MarkIn, SnapShot, MarkOut Button	The **MarkIn** button is used to mark an In point. The **SnapShot** button is used to take a screenshot of a particular frame of the source file. The **MarkOut** button is used to mark an Out point.
4	Timeline	The timeline is a visual representation of the duration of the video file. The current position is represented by a Current Position marker.
5	Navigation Buttons	The navigation buttons are used to navigate through the loaded file.

Navigation Buttons

The following navigation buttons are available:

Button	Name	Description
	Rewind	This button allows moving backward through the loaded video file at a speed faster than real time.
	Preview	This button allows playing back the video file from the newly marked In and Out Point.
	Play	This button allows playing back the video file.
	Fast Forward	This button allows moving forward through the loaded video file at a speed faster than real time.
	GoToMarkIn	This button allows moving to the In point.
	Jog Reverse	This button allows moving backward through the loaded video file frame by frame.
	Jog Forward	This button allows moving forward through the loaded video file frame by frame.
	GoToMarkOut	This button allows moving to the Out point.

How to Move Through the Loaded Video File

You can move through the loaded video file in several ways. You can:

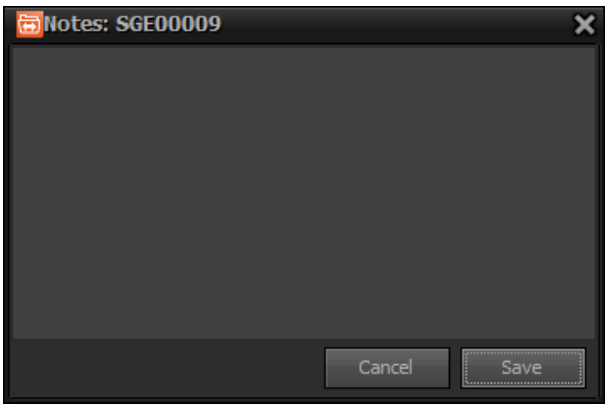
- click at a specific point on the timeline, or
- drag the Current Position marker, or
- enter a timecode in the **Timecode** field, or
- click one of the transport buttons.

5.5. Adding Notes to Clips

Deep Archive Manager allows you to add one or more notes to a clip. To do this, proceed as follows:

1. Click the **Edit Notes** button. If no notes have been added yet, the **Edit Notes** button is empty: . If one or more notes have already been added, the **Edit Notes** button looks like this: .

   A dialog box appears that allows you add one or more new notes to the clip or edit and delete existing notes.

2. Enter and edit the necessary notes and click the **Save** button.

Note
The maximum length of the note is 512 characters.

5.6. Archiving and Rejecting Clips

5.6.1. Manually Archiving Clips

To manually initiate the archiving of one or more clips, proceed as follows:

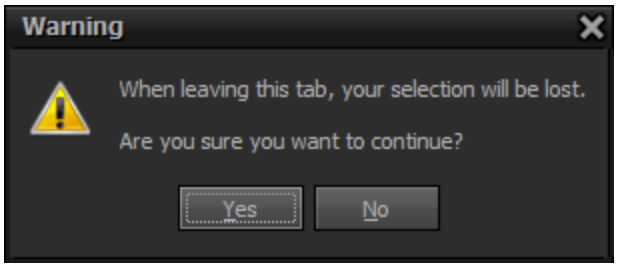
1. Open the Archive Candidates tab and select the desired clips in the Candidates grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

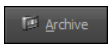
2. Click to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

Note

If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



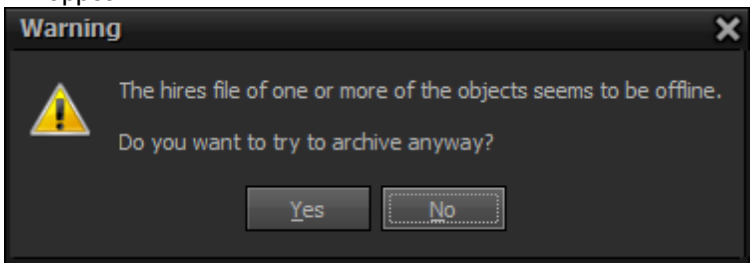
If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

3. Click the **Archive** button  to initiate the archiving process.

   The selected clips will disappear from the Archive Candidates tab and will appear in the Archive Queue tab with the status Request Archive. .

Note

If have selected a clip whose high-resolution video file is not online, a warning will appear.



Click **Yes** to continue, or **No** to abort the action. Move the clip in question back to the Candidates grid and retry archiving the clips.

5.6.2. Automatically Archiving Clips

In the settings of Deep Archive Manager one can specify which types of clips should be automatically archived by Deep Archive Manager. These clips will not pass the Archive Candidates tab, but will immediately appear in the Archive Queue tab. See section "Configuration Tab" on page 80 for more information.

5.6.3. Archiving Refused Clips

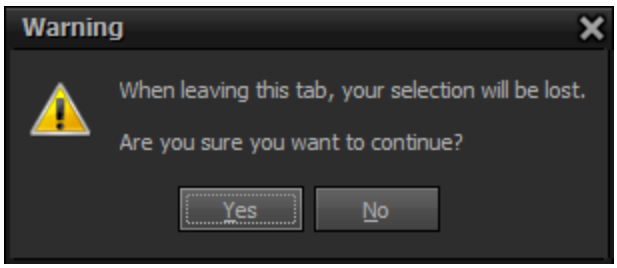
To archive a clip that has been refused, proceed as follows:

1. Open the Refused tab.
2. Select the desired clips from the Refused grid. Multiple clips can be selected.

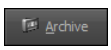
   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

Note

If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.

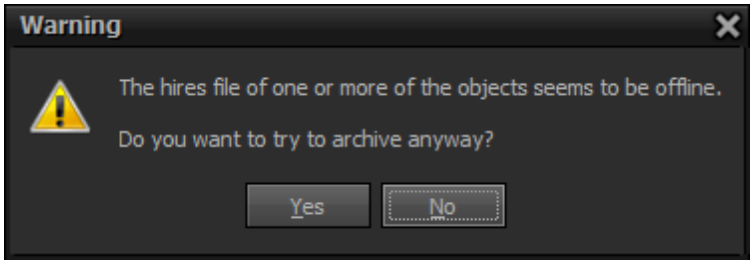


If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

4. Click the **Archive** button  to initiate the archiving process.

   The selected clips will disappear from the Refused tab and will appear in the Archive Queue tab with the Request Archive status.

Note
If have selected a clip whose high-resolution video file is not online, a warning will appear.



Click **Yes** to continue, or **No** to abort the action. Move the clip in question back to the Refused grid and retry archiving the clips.

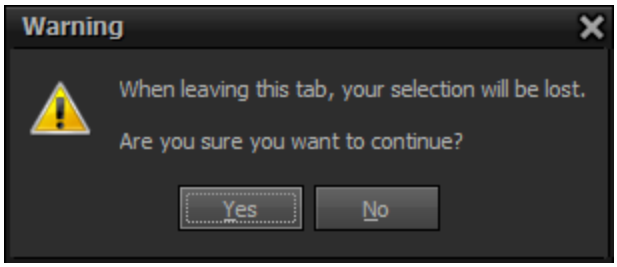
5.6.4. Archiving Purged Clips

To archive the hi-res video file of purged video clips again, proceed as follows:

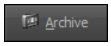
1. Open the Purged tab.
2. Select the desired video clips from the Purged grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

Note
If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



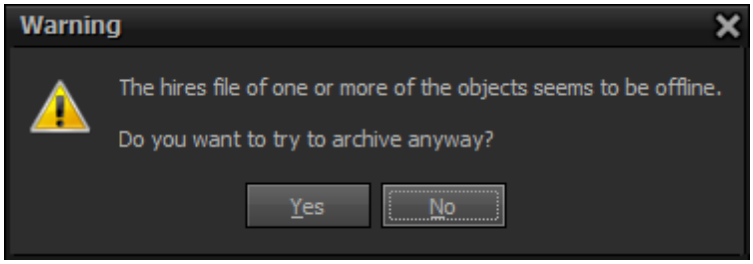
If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

4. Click the **Archive** button 

to initiate the archiving process.

   The selected clips will disappear from the Purged tab and will appear in the Archive Queue tab with the Request Archive status.

Note
If have selected a clip whose high-resolution video file is not online, a warning will appear.



Click **Yes** to continue, or **No** to abort the action. Move the clip in question back to the Candidates grid and retry archiving the clips.

5.6.5. Clip Archive Status

A clip can have the following archive statuses:

Status	Description
Request Archive	A request to archive the clip has been performed. A deep archive system has not yet been assigned.
Archive Storage Assigned	A deep archive system has been found ready to perform the archive request.
Archive Requested	The request to archive the clip has been submitted to the deep archive system.
Archiving	The clip is being archived by the deep archive system.
Archived	The clip has been archived.
Archive Error	An error occurred during the archiving process.

5.6.6. Manually Refusing Clips

To manually indicate that the high-resolution video file(s) of certain clips don't have to be archived, proceed as follows:

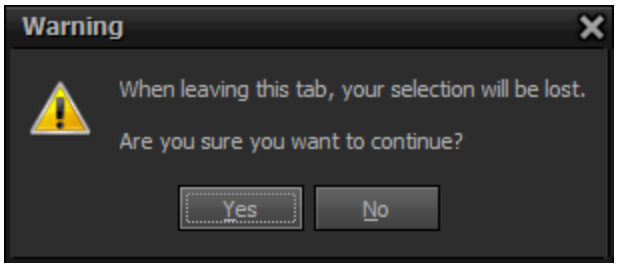
1. Open the Archive Candidates tab and select the desired clips in the Candidates grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

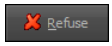
2. Click to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

Note

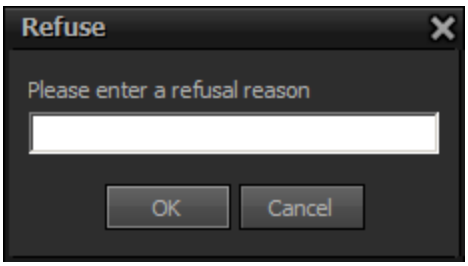
If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



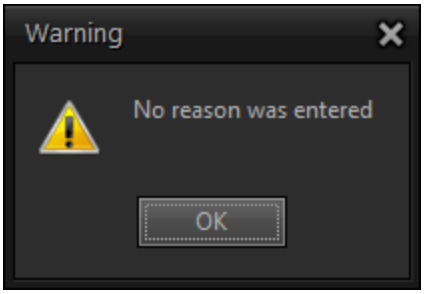
If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

3. Click the **Refuse** button  to indicate that the high-resolution video files of the clips don't have to be archived.

   A dialog box appears asking you to enter a refusal reason. It is mandatory to enter a refusal reason.



4. Enter a refusal reason and click **OK**. If you don't enter a reason and click **OK**, a warning message will appear and the clips won't be refused.



   The selected clips will disappear from the Archive Candidates tab and will appear in the Refused tab. .

5.6.7. Automatically Refusing Clips

In the settings of Deep Archive Manager one can specify which types of clips should be automatically refused by Deep Archive Manager. These clips will not pass the Archive Candidates tab, but will immediately appear in the Refused tab. See section "Configuration Tab" on page 80 for more information.

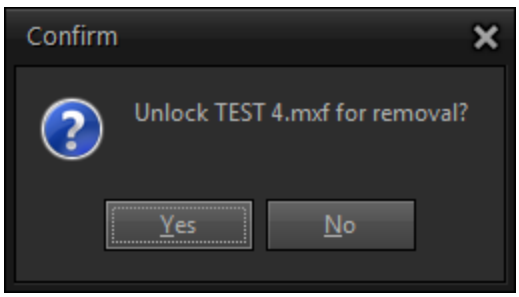
5.6.8. Locking and Unlocking Clips

A certain time after clips appear in the Archive Candidates tab, they are automatically refused and moved to the Refused tab.

Deep Archive Manager allows you to prevent this by locking clips. Locked clips aren't automatically refused.

To lock a clip, click the corresponding **Lock for Removal** button . The clip will remain visible in the Archive Candidates tab.

To unlock a clip again, click the **Unlock for Removal** button . A message box will appear asking you to confirm your action. Click **Yes** to continue or **No** to cancel the action.



5.7. Removing High-Resolution Files

5.7.1. Manually Removing High-Resolution Files

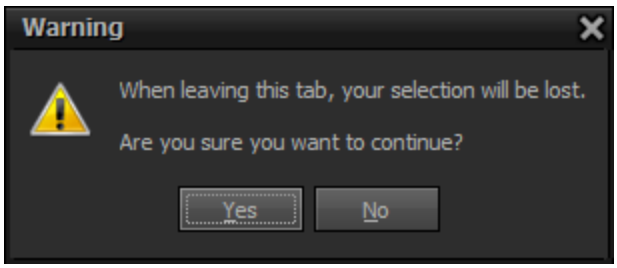
To remove the high-resolution file of one or more clips from the nearline storage after they have been archived or after they have been restored, proceed as follows:

1. Open the Archived tab.
2. Search for and select the desired clips from the Archived grid. Multiple clips can be selected.

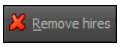
   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

Note

If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files won't be removed.

4. Click the **Remove Hires** button  to initiate the removal process.

   The selected clips will disappear from the Archived tab and will appear in the Remove Hires Queue tab. .

Note

If the corresponding low-resolution video file is not (yet) available on the nearline storage, an error message will appear. Once the low-resolution video file is available, you can retry the removal action.

5.7.2. Automatically Removing High-Resolution Files

In the settings of Deep Archive Manager one can specify for which types of clips the high-resolution video file should be automatically removed after a certain period of time from the nearline storage. See section "Configuration Tab" on page 80

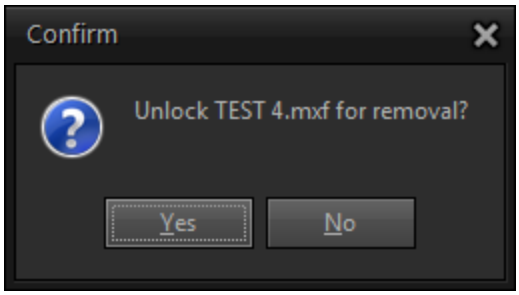
5.7.3. Locking and Unlocking Archived Clips

Depending on the settings, Deep Archive Manager can automatically remove the high-resolution file of particular clips.

Deep Archive Manager allows you to prevent this by locking clips. The high-resolution file of locked clips aren't automatically removed.

To lock a clip, click the corresponding **Lock for Removal** button . The clip will remain visible in the Archived tab.

To unlock a clip again, click the **Unlock for Removal** button . A message box will appear asking you to confirm your action. Click **Yes** to continue or **No** to cancel the action.



5.7.4. Removing Partially Restored High-Resolution Files

Partially restored high-resolution video files can only be removed in IPDirector. It is not possible to remove them using Deep Archive Manager.

5.8. Restoring Clips

5.8.1. Restoring High-Resolution Files

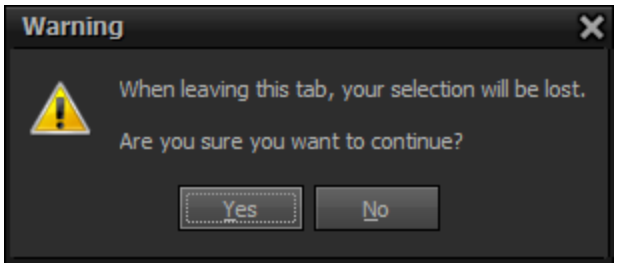
To restore the archived high-resolution file of one or more clips to the nearline storage, proceed as follows:

1. Open the Hires Removed tab.
2. Search for and select the desired clips from the Hires Removed grid. Multiple clips can be selected.

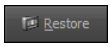
   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the selected clips to the Selected Clips grid.

Note

If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

4. Click the **Restore** button  to initiate the restoring.

   The selected clips will disappear from the Archived tab and will appear in the Restore Queue tab. See section "Restore Queue Tab" on page 31.

5.8.2. Clip Restore Status

A clip can have the following restore statuses:

Status	Description
Request Restore	A request to restore the high-resolution video file of a clip has been performed in Deep Archive Manager or in IPDirector. A deep archive system has not yet been assigned.
Restore Storage Assigned	A deep archive system has been found ready to perform the restore request.
Restore Requested	The request to restore the high-resolution video file has been submitted to the deep archive system.
Restoring	The high-resolution video file is being restored.
Restore Error	An error occurred during the restore process.

5.9. Purging Clips

5.9.1. Manually Purging Archived Clips With Online High-Resolution File

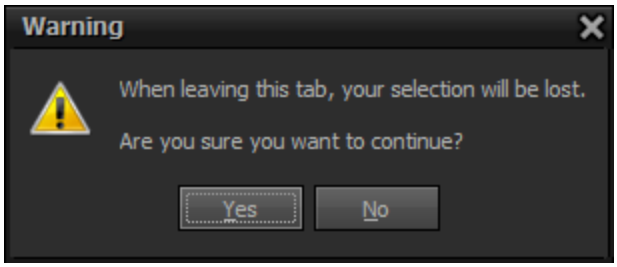
To purge from LTO tape the high-resolution video file of one or more clips in case this high-resolution video file is still available online, proceed as follows:

1. Open the Archived tab.
2. Search for and select the desired clips from the Archived grid. Multiple clips can be selected.

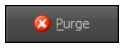
   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

Note

If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

4. Click the **Purge** button  to initiate the purge process.

   The selected clips will disappear from the Archived tab and will appear in the Purge Queue tab. The high-resolution video file will be purged from LTO tape. See section "Purge Queue Tab" on page 36.

5.9.2. Manually Purging Archived Clips Without High-Resolution File Online

To purge from LTO tape the high-resolution video file of one or more clips in case this high-resolution video file is no longer available online, proceed as follows:

1. Open the Hires Removed tab.

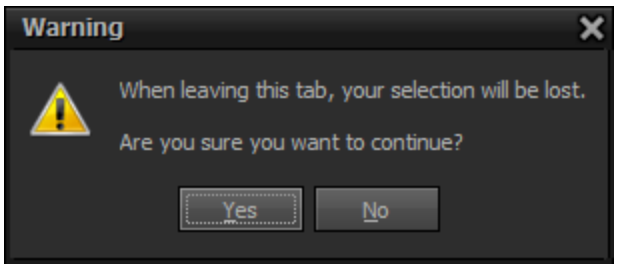
2. Search for and select the desired clips from the Hires Removed grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

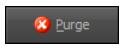
3. Click to add the selected clips to the Selected Clips grid.

Note

If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

4. Click the **Purge** button  to initiate the purge.

   The selected clips will disappear from the Hires Removed tab and will appear in the Purge Queue tab. See section "Purge Queue Tab" on page 36.

5.9.3. Automatically Purging Clips

In the settings of Deep Archive Manager one can specify for which types of clips the high- and low-resolution video file should be automatically removed from the nearline storage and from LTO tape by Deep Archive Manager. See section "Configuration Tab" on page 80 for more information. These clips will appear in the Purge Candidates tab.

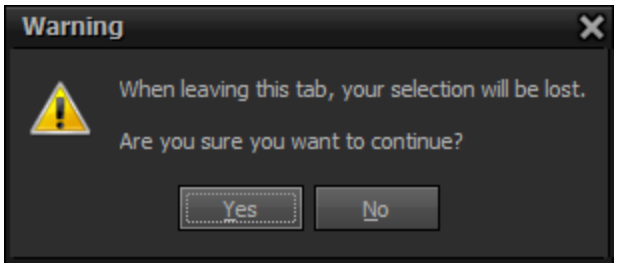
To do this, proceed as follows:

1. Select the clips you want to purge from the Purge Candidates grid. To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

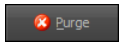
2. Click to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

Note

If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

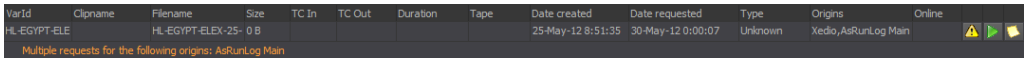
3. Click the **Purge** button  to initiate the purge process.

   The selected clips will disappear from the Archived tab and will appear in the Purge Queue tab.See section "Purge Queue Tab" on page 36. The high- and low-resolution video files will be removed from the nearline storage and from LTO tape.

5.10. Warnings and Errors

5.10.1. Warnings

Clips can enter the deep archive system through various channels or 'origins', e.g. Final Cut Pro, IPDirector, a playout system. If a clip has been requested multiple times to be archived in the same application or through the same channel, then a warning message and warning icon appear in Deep Archive Manager.

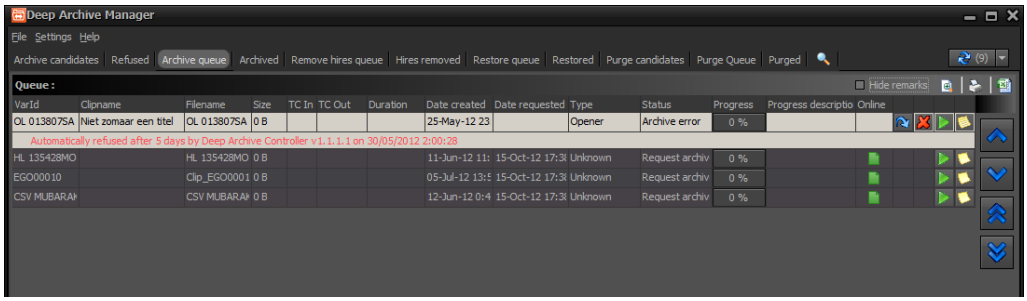

VarId Clipname Filename Size TC In TC Out Duration Tape Date created Date requested Type Origins Online
HL-EGYPT-ELE HL-EGYPT-ELEX-25- 0 B 25-May-12 8:51:35 30-May-12 0:00:07 Unknown Xedio,AsRunLog Main
Multiple requests for the following origins: AsRunLog Main

5.10.2. Types of Errors

Two types of errors can be distinguished in the Archive Queue, Remove Hires Queue, Restore Queue and Purge Queue tab of the Deep Archive Manager:

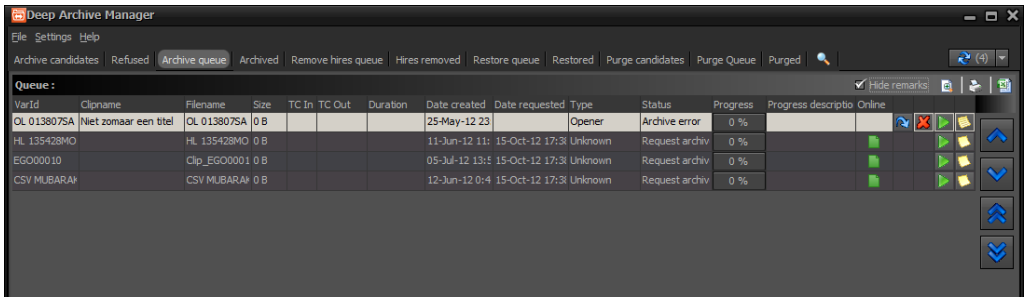
- Errors originating from the deep archive system, e.g. archive, remove hires, restore and purge errors.
- Errors not originating from the deep archive system, e.g. database errors.

The errors are displayed in the grid under the clip or source video file they apply to. A **Retry** button and **Delete** button appear next to each clip or source video file with error message.


Deep Archive Manager
File Settings Help
Archive candidates Refused Archive queue Archived Remove hires queue Hires removed Restore queue Restored Purge candidates Purge Queue Purged
Queue :
Hide remarks
VarId Clipname Filename Size TC In TC Out Duration Date created Date requested Type Status Progress Progress descriptio Online
OL 013807SA Niet zomaar een titel OL 013807SA 0 B 25-May-12 23 Opener Archive error 0 %
Automatically refused after 5 days by Deep Archive Controller v1.1.1.1 on 30/05/2012 2:00:28
HL 135428MO HL 135428MO 0 B 11-Jun-12 11: 15-Oct-12 17:3 Unknown Request archiv 0 %
EGO00010 Clip_EGO00001 0 B 05-Jul-12 13:5 15-Oct-12 17:3 Unknown Request archiv 0 %
CSV MUBARAK CSV MUBARAK 0 B 12-Jun-12 0:4 15-Oct-12 17:3 Unknown Request archiv 0 %

The error messages can be hidden by selecting the **Hide Remarks** check box.

In the example below the error messages have been hidden.


Deep Archive Manager
File Settings Help
Archive candidates Refused Archive queue Archived Remove hires queue Hires removed Restore queue Restored Purge candidates Purge Queue Purged
Queue :
Hide remarks
VarId Clipname Filename Size TC In TC Out Duration Date created Date requested Type Status Progress Progress descriptio Online
OL 013807SA Niet zomaar een titel OL 013807SA 0 B 25-May-12 23 Opener Archive error 0 %
HL 135428MO HL 135428MO 0 B 11-Jun-12 11: 15-Oct-12 17:3 Unknown Request archiv 0 %
EGO00010 Clip_EGO00001 0 B 05-Jul-12 13:5 15-Oct-12 17:3 Unknown Request archiv 0 %
CSV MUBARAK CSV MUBARAK 0 B 12-Jun-12 0:4 15-Oct-12 17:3 Unknown Request archiv 0 %

5.10.3. Overview DIVArchive Errors

The following DIVArchive errors can occur:

Error	Description
Not Connected	No open connection.
Broken Connection	The connection with the DIVA Manager has been broken.
No Archive System	An internal error has been detected by the DIVA Manager or by the DIVA API.
Wrong Software Version	Release version of the API and the Manager are not compatible.
Already Connected	A connection is already opened.
Timeout	Time out has been reached before communication with the DIVA Manager could be performed.
DIVA System Is Idle	The DIVA system is no longer able to accept connections and queries.
While Disconnecting	Problem when disconnecting. The connection is still considered as opened.
Access Denied	DIVA has no access to a particular location.
Unknown Error	An unknown status has been received from the DIVA Manager.
Internal Error	An internal error has been detected by the DIVA Manager or by the DIVA API.
Invalid Parameter	A parameter value has not been understood by the DIVA Manager.
Object Doesn't Exist	The specified object does not exist in the DIVA database.
Object Offline	There is no inserted instance in the library and no actor could provide a disk instance.
Several Objects With This Name	More than one object with the specified name exist in the DIVA database.
Object In Use	The object is currently used (being archived, restored, deleted, etc.).
Object Is Partially Deleted	The specified object has instances that are partially deleted.
Wrong Objects List Size	The maxListSize parameter is too big (greater than 500), or to small (less than 1).

Error	Description
No More Objects	The end of the list has been reached during the call (see Description).
Objects List Not Initialized	The DIVA_initObjectsList() function has not been called first.
Object Already Exists	Target object already exists in DIVA archive.
Archived Objects Belong to This Group	The group cannot be deleted because it still holds archived objects.
Instance Offline	Instance specified for restoring this object is ejected, or the actor owning the specified disk instance is not available.
Instance Does Not Exist	Instance specified for restoring this object does not exist.
Invalid Instance Type	Cannot partially restore this type of instance.
Last Instance	DIVA_deleteObject() must be used to delete the last instance of an object.
Instance Must be On Tape	No tape instance exists for this object.
No Tape Instance Exists	No tape instance exists for this object.
Cannot Accept More Requests	Count of simultaneous requests reached the maximum allowed value.
Source Or Destination Doesn't Exist	The specified source is not known by the DIVA system.
No Such Request	RequestNumber identifies no request.
Tape Doesn't Exist	There is no tape associated with the given barcode.
Group, Media Or Storage Plan Already Exists	The specified group, medium or storage plan already exists.
License Does not Support This Feature	The current license does not support this feature.

The following abortion codes can appear:

- 'Drive trouble'
- 'Tape trouble'
- 'Actor trouble'
- 'Disk trouble'
- 'Disk full'
- 'Source/Destination trouble'

- 'Resources allocation trouble'
- 'Library trouble'
- 'Invalid parameters'
- 'UNKNOWN reason'
- 'Internal error'

5.10.4. Overview XenData Errors

The following XenData errors can occur:

Error	Description
'The tape for [filename] is not inserted in the tape robot. Please insert tape [TapeID] and retry.'	The archiving of a particular file failed because an LTO tape is missing in the tape library.
'The remote storage service is not operational at this time.'	The archive system is not operational.
'The remote storage service encountered a media error.'	An error occurred due to problems with a tape cartridge.
'The remote storage service encountered a hardware error.'	An error occurred due to problems with drive and tape library.
'The remote storage service encountered a system error.'	An error occurred due to problems with the system.

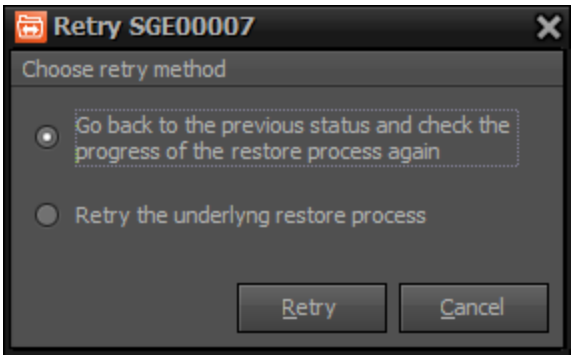
5.10.5. Handling Errors From the Deep Archive System

Retrying Errors

To retry a task, e.g. archiving, restoring, removing hi-res, or purging of a particular clip, that gave an error message originating from the deep archive system, proceed as follows:

1. Click the **Retry** button .

   A dialog box appears.


Retry SGE00007
Choose retry method
Go back to the previous status and check the progress of the restore process again
Retry the underlyng restore process
Retry
Cancel

2. Select:

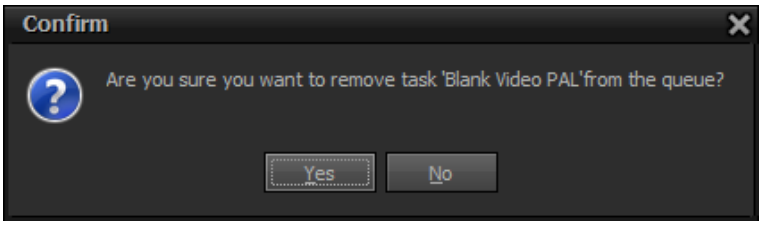
- the first retry method, if you want Deep Archive Manager to automatically return to the status prior to the error status. For example, before archiving the Deep Archive Manager always checks if the files to be archived actually exist. If during this check the connection with the network is temporarily lost, an error message will appear in the Deep Archive Manager GUI. When the connection is restored, you can tell Deep Archive Manager to return to the status before the error status, i.e. the checking of the existence of the file to be archived, and to retry the corresponding action. This retry method is selected by default.
- the second retry method, if you want the deep archive system to restart the process. For example, when there is a tape robot malfunction, an error message will appear in the Deep Archive Manager GUI. Once the malfunction is repaired, you can restart the process by selecting the second retry method. The process will return to the first status of the corresponding job, for example Request Archive.
- If the error gets solved, the process will continue. Otherwise, the record will go into error again.

Deleting Errors

To delete a task, e.g. archiving, restoring, removing hi-res, or purging of a particular clip, that gave an error message originating from the deep archive system, proceed as follows:

1. Click the **Delete** button .

   A dialog box appears asking you to confirm the action.



2. Click **Yes** to continue.

   The clip will disappear from the current tab and will appear in the tab it originated from. For example, a clip in the Remove Hires Queue tab will return to the Archived tab.

5.10.6. Handling Other Errors

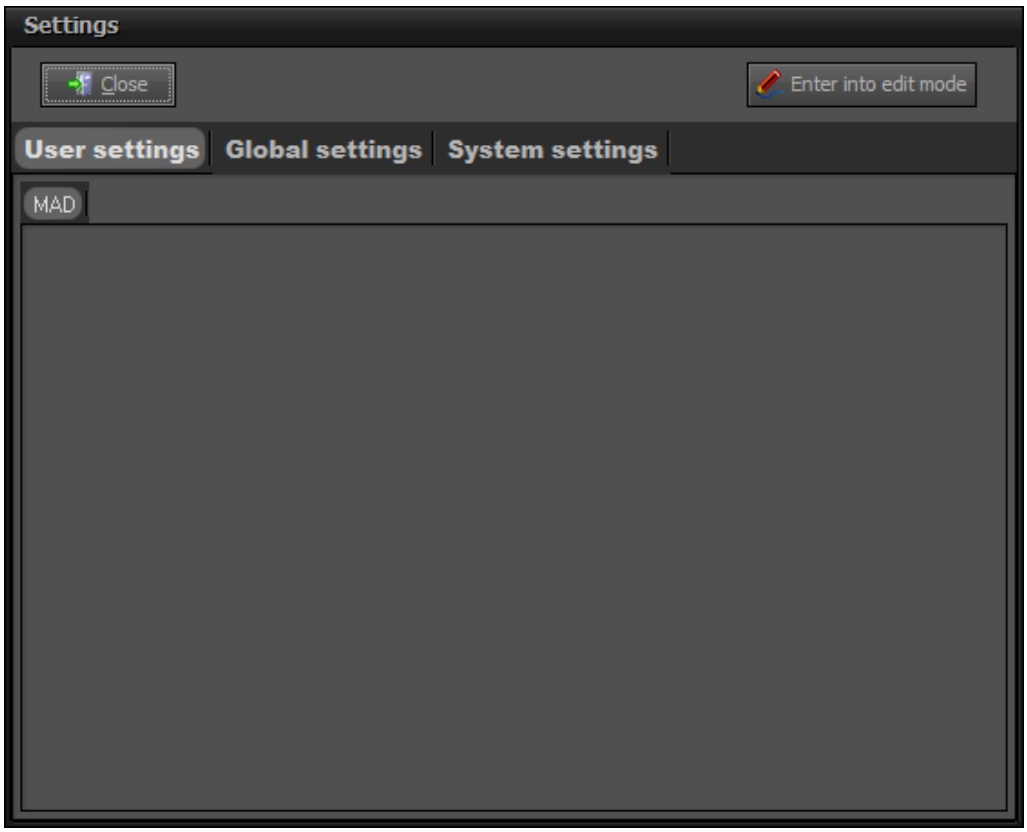
To handle an error that doesn't originate from the deep archive system, click the **Retry** button . Deep Archive Manager will automatically return to the status prior to the error.

6. Configuring the Application

6.1. Settings Window

6.1.1. Opening the Settings Window

The Settings window allows you to configure your application. The first time the application is launched after it has been installed, the Settings window opens automatically.



The Settings window can also be accessed through the **Settings** menu.

6.1.2. Overview Setup Categories

The settings can be divided into three setup categories. In the Settings window, a tab is provided for each setup category. The table below briefly describes each setup category:

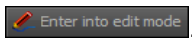
Setup Category	Description
User Settings	These settings can be configured by each individual user.
Global Settings	These settings can only be configured by the system administrator and by an eventual superuser.
System Settings	These settings configure the general functioning of the application. They can only be configured by the system administrator.

Currently, only the Global Settings and System Settings contain settings. The User Settings tab is still empty. It does not contain any settings.

6.1.3. Edit Mode

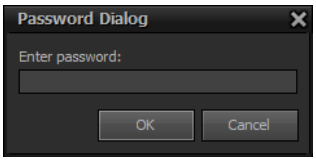
To be able to edit the Global and System settings, you first have to enter a password.

To put the Settings window into Edit Mode, proceed as follows:

1. Click the **Enter Into Edit Mode** button 

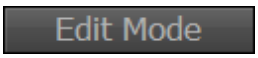
.

   A dialog box appears.



2. Enter the administrator password and then click **OK**.

   The Settings window enters into Edit Mode.



6.2. Global Settings

6.2.1. Accessing the Global Settings

The Global settings can be accessed by clicking the Global Settings tab in the Settings window.

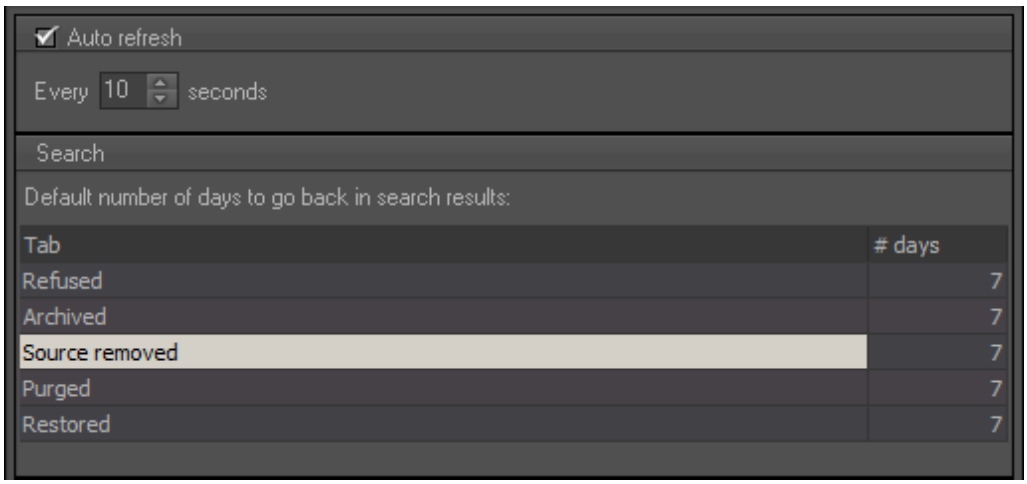
6.2.2. Overview Global Settings Subcategories

The Global settings are divided into the following subcategories:

- MAD

For each subcategory a tab is provided.

6.2.3. Options Tab



Enabling Autorefresh

In the Auto Refresh group box the autorefresh functionality can be enabled or disabled and a refresh interval can be defined.

Defining Default Search Period

In the Search group box you can define the default date range of the date filters in the following tabs: Refused, Archived, Hires removed, Purged and Restored tab.

6.3. System Settings

6.3.1. Accessing the System Settings

The System settings can be accessed by clicking the System Settings tab in the Settings window.

6.3.2. Overview System Settings Subcategories

The System settings are divided into the following subcategories:

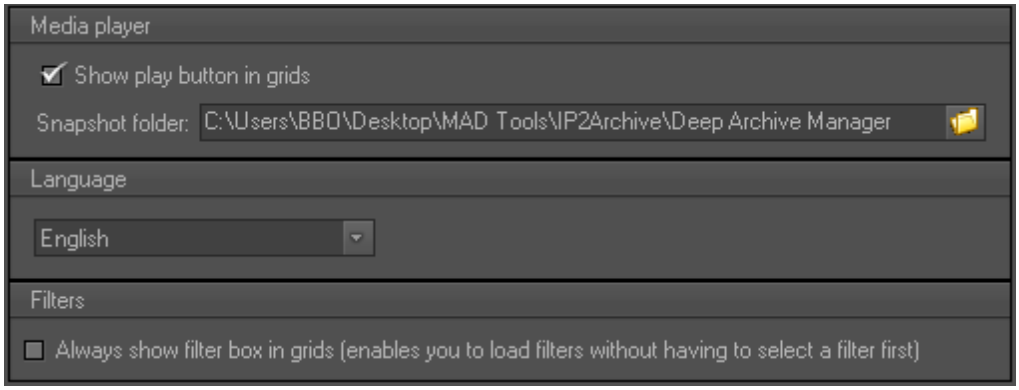
- Directories
- Options
- Configuration
- Oracle Connection
- E-Mail Options
- Global Password
- Error Handling
- Tape Storage
- Content Types
- Storages
- IPDirector API

For each subcategory a tab is provided.

6.3.3. Directories Tab

The Directories tab allows the system administrator to specify a storage folder for the Excel exports. By default, the installation folder of Deep Archive Manager is selected.

6.3.4. Options Tab


Media player
Show play button in grids
Snapshot folder:
C:\Users\BBO\Desktop\MAD Tools\IP2Archive\Deep Archive Manager
Language
English
Filters
Always show filter box in grids (enables you to load filters without having to select a filter first)

Media Player

In the Media Player group box you can activate or deactivate the display of a **Play** button in the various grids of the Deep Archive Manager. With this button you can open a media player allowing you to play back the low-resolution version of a particular clip.

With the media player you can take a snapshot of a particular frame of the low-resolution video file. In the **Snapshot Folder** field, you can enter the path of the folder where the snapshots should be stored. You can also click to browse for the folder.

Selecting the Interface Language

The Language group box allows the system administrator to change the language of the Deep Archive Manager user interface. By default, **English** is selected.

Activating the Filter Bar

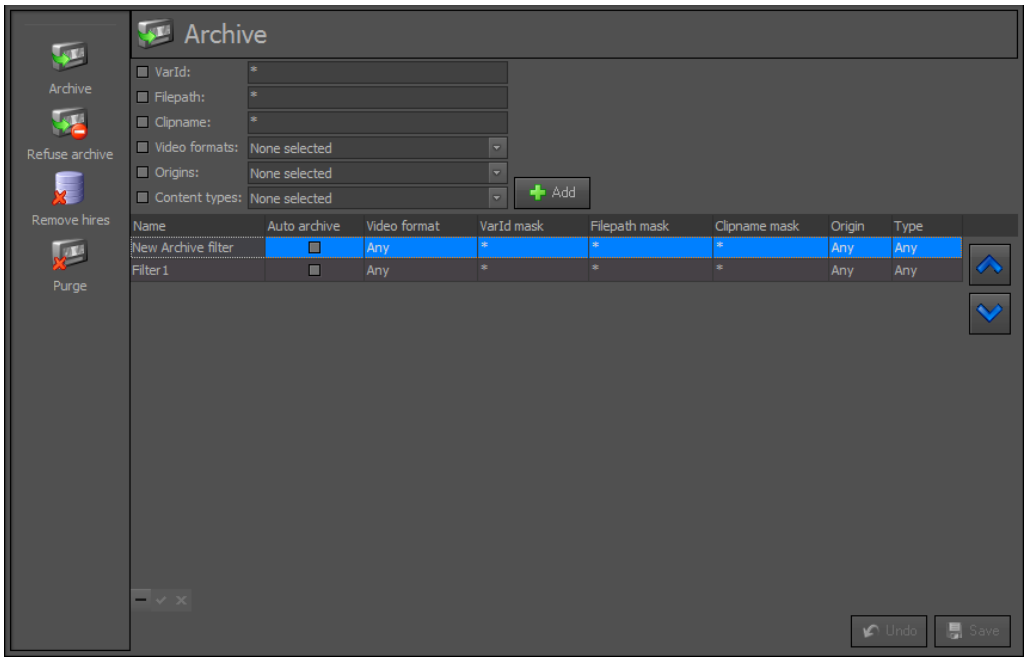
In the Filters group box you can activate or deactivate the display of the filter bar at the bottom of each grid, enabling you to load previously saved filters without having to select a filter first.

6.3.5. Configuration Tab

Introduction

The Configuration tab allows you to specify by means of filters the types of clips:

- that will be automatically archived
- that will be automatically refused
- whose high-resolution video file will be automatically removed once the clip is archived
- that will be automatically purged.



Filter Criteria

The following filter criteria are available:

- **VarID**: VarID of the clip. By default, the wildcard character ***** is entered.

- **Filepath**: path of the folder where the high-resolution video files are stored. By default, the wildcard character * is entered.
- **Clipname**: name of the clip. By default, the wildcard character * is entered.
- **Video formats**: video format of the media assets that are linked to the clip. Multiple video formats can be selected. By default, the option **None selected** is selected.
- **Origin**: source via which the clip was entered in the deep archive system. Multiple origins can be selected. By default, the option **None selected** is selected.
- **Content Types**: categorization of the content of a clip. Multiple content types can be selected. By default, the option **None selected** is selected.

Regular Expressions

In the **VarID**, **Filepath** and **Clipname** field you can enter regular expressions that Deep Archive Manager will use to recognize certain strings of text, such as particular characters, words, or patterns of characters, in the VarID, filepath or clipname of clips.

Priority of Filters

The filters are displayed in order of priority. Deep Archive Manager will start from the top of the list. It will search for clips that match the criteria of the first filter and execute the request. If there are no more clips that match the criteria, it will search for clips that match the criteria of the second filter, etc.

You can change the order of priority by means of and .

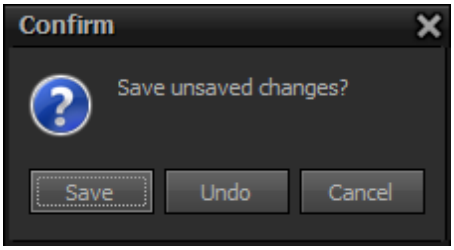
Adding an Archive Filter

Depending on your user rights, you will be able to add an archive filter or not. If you don't have the necessary rights, the **Archive** icon will not be visible.

To add an archive filter, proceed as follows:

1. Click the **Archive** icon to open the Archive pane.
2. Enter and/or select the desired filter criteria.
3. Click the **Add** button.

   A new archive filter is added to the archive filter list. By default, **New archive filter** is entered as name for the filter.
4. (Optional) Enter a new name for the filter.
5. (Optional) Select the **Auto Archive** check box. If selected, clips that correspond to the selected filter criteria will be automatically archived by Deep Archive Manager.
6. (Optional) Edit the other filter data.
7. Click the **Save** button to save the archive filter in the database. If you don't save your filter and leave the pane, a message will appear asking you to save your changes.



8. Click **Save**.

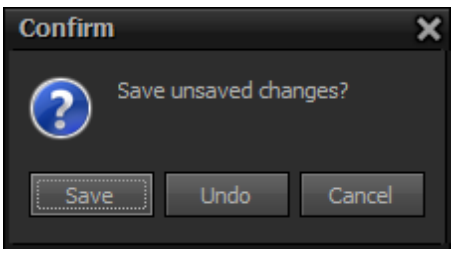
Adding a Refuse Archive Filter

Depending on your user rights, you will be able to add a refuse archive filter or not. If you don't have the necessary rights, the **Refuse Archive** icon will not be visible.

To add a refuse archive filter, proceed as follows:

1. Click the **Refuse Archive** icon to open the Refuse Archive pane.
2. Enter and/or select the desired filter criteria.
3. Click the **Add** button.

   A new refuse archive filter is added to the refuse archive filter list. By default, **New Refuse archive filter** is entered as name for the filter. The **Auto Refuse** check box is automatically selected.
4. (Optional) Enter a new name for the filter.
5. In the **Retention period** field, enter the time (in hours) after which Deep Archive Manager will automatically refuse the clips and move them from the Archive Candidates tab to the Refused tab.
6. (Optional) Edit the other filter data.
7. Click the **Save** button to save the refuse archive filter in the database. If you don't save your filter and leave the pane, a message will appear asking you to save your changes.



8. Click **Save**.

Adding a Remove Hires Filter

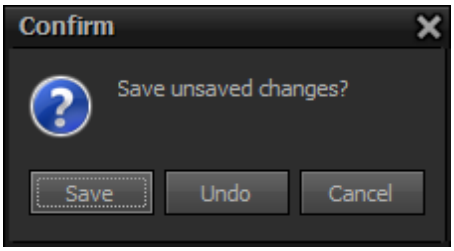
Depending on your user rights, you will be able to add an remove hires filter or not. If you don't have the necessary rights, the **Remove Hires** icon will not be visible.

To add a remove hires filter, proceed as follows:

1. Click the **Remove Hires** icon to open the Remove Hires pane.
2. Enter and/or select the desired filter criteria.
3. Click the **Add** button.

A new remove hires filter is added to the remove hires filter list. By default, **New Remove hires filter** is entered as name for the filter.

4. (Optional) Enter a new name for the filter.
5. (Optional) Select the **Auto remove** check box. If selected, the hires file of clips that correspond to the selected filter criteria will be automatically removed by Deep Archive Manager after a certain period of time.
6. In the **Retention period** field, enter the time (in days) after which Deep Archive Manager will automatically remove the hires file of the clips.
7. (Optional) Edit the other filter data.
8. Click the **Save** button to save the remove hires filter in the database. If you don't save your filter and leave the pane, a message will appear asking you to save your changes.



9. Click **Save**.

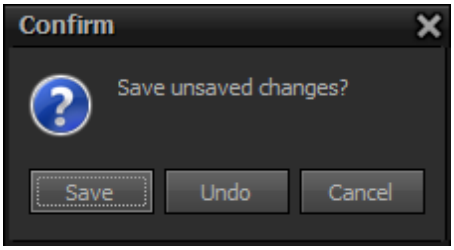
Adding a Purge Filter

Depending on your user rights, you will be able to add an purge filter or not. If you don't have the necessary rights, the **Purge** icon will not be visible.

To add a purge filter, proceed as follows:

1. Click the **Purge** icon to open the Purge pane.
2. Enter and/or select the desired filter criteria.
3. Click the **Add** button.

   A new purge filter is added to the purge filter list. By default, **New Purge Filter** is entered as name for the filter.
4. (Optional) Enter a new name for the filter.
5. (Optional) Select the **Auto Purge** check box. If selected, the the high-resolution file of the clips that correspond to the selected filter criteria will be automatically purged from LTO after a certain period of time.
6. In the **Retention period** field, enter the time (in days) after which Deep Archive Manager will automatically request the purge the high-resolution file from LTO and the removal of the high-resolution and low-resolution file from the nearline storage.
7. (Optional) Edit the other filter data.
8. Click the **Save** button to save the purge filter in the database. If you don't save your filter and leave the pane, a message will appear asking you to save your changes.



9. Click **Save**.

Editing Filters

To edit one or more filters, proceed as follows:

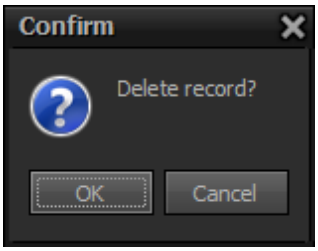
1. Select each time the filter you want to edit.
2. Change the necessary data.
3. Do one of the following:
   - Click the **Post** button or select another filter to save the changes in the memory of Deep Archive Manager. The changes are not yet saved in the database.
   - Click the **Cancel** button to undo the changes you made to the selected filter.
   - Click the **Undo** button to undo all the changed filters.
   - Click the **Save** button to save all the changed filters in the database.

Deleting a Filter

To delete a filter, proceed as follows:

1. Select the filter from the list and click the **Delete** button .

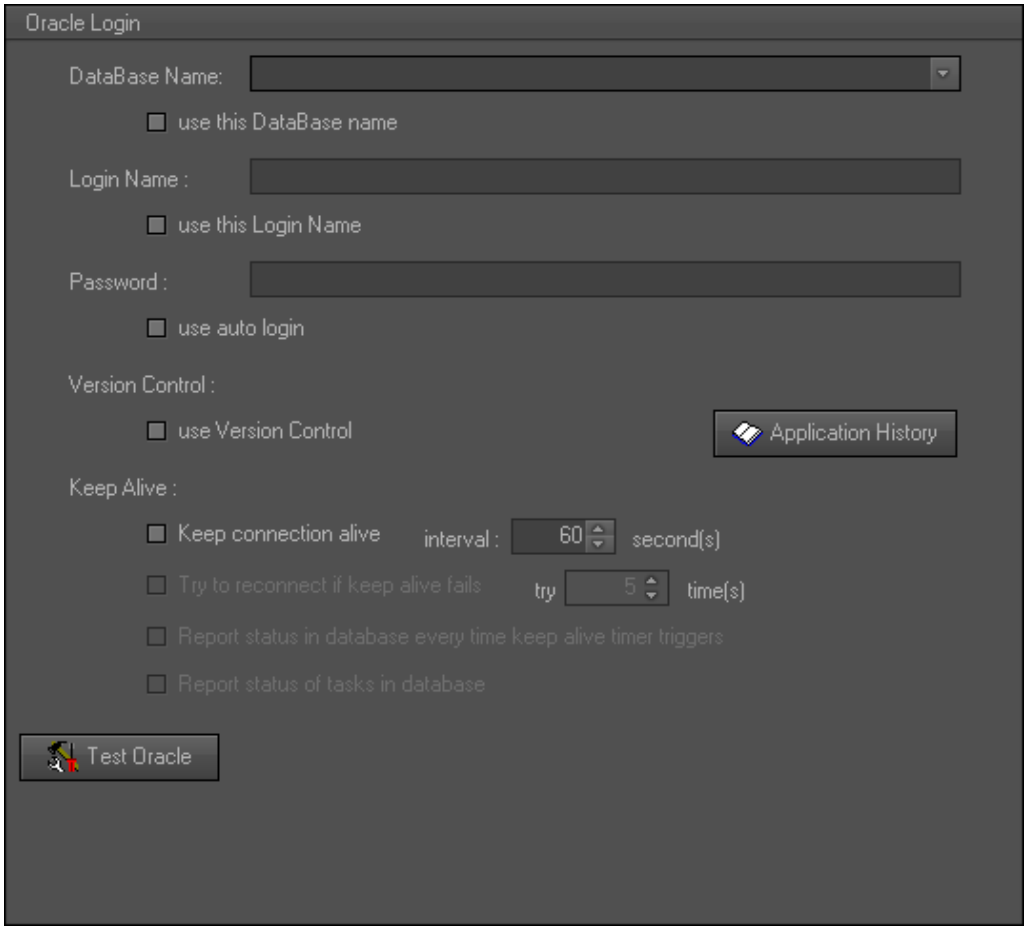
   A confirmation dialog box appears.



2. Click **OK** to continue. The filter is removed from the list.
3. Click the **Save** button to save the change to the database.

6.3.6. Oracle Connection Tab

The Oracle Connection tab allows you to configure the connection with the Oracle database.



Entering the Database Name

In this field you have to enter the name of the database the application has to connect to.

If the **Use This Database Name** check box is selected, the name of the database will automatically appear in the Oracle login dialog box at start-up.

Entering the Login Name

In this field you have to enter a login name. If the **Use This Login Name** check box is selected, the login name will automatically appear in the Oracle login dialog box at start-up.

Entering a Password

In this field you have to enter a password. If the **Use Auto Login** check box is selected, the application automatically logs into the selected database at start-up. The Oracle login dialog box does not appear.

Activating Version Control

If the **Use Version Control** check box is selected, the software version of the application is checked each time it logs into the database. This check box should always be selected!!

If the software version is outdated, the following warning message appears in the splash screen highlighted in red: 'Obsolete - A newer version exists. May not be used anymore.'

Click the **OK** button to close the splash screen and update your software version.

By clicking the **Application History** button, you can open a chronological list of all software versions of the application. To get more details about each version (creation date, name of programmer, status, additional remarks), you have to click **+** next to the version number.

Activating Keep Alive

If the option **Keep Connection Alive** is selected, a message is sent to the database at regular time intervals to avoid idle connections from being closed by the firewall. These intervals can be set by you.

If the option **Try to Reconnect if Keep Alive Fails** is selected, the application will try a number of times to reconnect with the database.

If the option **Report Status in Database Everytime Keep Alive Timer Triggers** is selected, the status of the connection is reported in the database each time the Keep Alive Timer sends a trigger to send a Keep Connection Alive message.

If the option **Report Status of Tasks** is selected, the status of the tasks (ok or not ok) is reported to the database.

Testing the Oracle Connection

The **Test Oracle** button allows you to check the validity of the database name, login and username you entered.

If these data are valid, then the following message appears next to the **Test Oracle** button: 'OK'.

If the login name or password is invalid, then a message box appears with the following message: 'ORA-01017: invalid username/password; logon denied'.

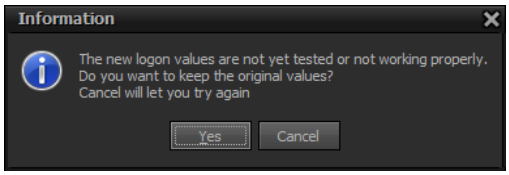
If the database name is invalid, then a message box appears with the following message: 'ORA-12154:TNS: could not resolve the connect identifier specified'.

If you omit the password, then a message box appears with the following message: 'ORA-01005: null password given; logon denied'.

If you don't enter a database name, login and username, then a message box appears with the following message: 'ORA-12560: TNS: protocol adapter error'.

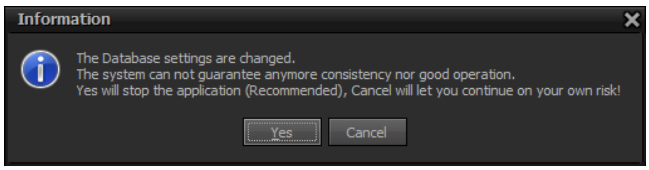
If the **Use Version Control** check box is selected, you can also check the software version of the application by clicking the **Test Oracle** button. If the software version is up-to-date, then the following message appears: 'Actual - The Actual Version'. If the software version is outdated, then the following message appears: 'Unknown Version Application! Please contact the EDP department.'

If you close the Settings window without testing the validity of the database name, login and username you just entered, then a message box appears.


Information
The new logon values are not yet tested or not working properly.
Do you want to keep the original values?
Cancel will let you try again
Yes
Cancel

If you click **Yes**, then the Settings window is closed and the original values are restored. If you click **Cancel**, then the Settings window doesn't close and you can test the values by clicking the **Test Oracle** button.

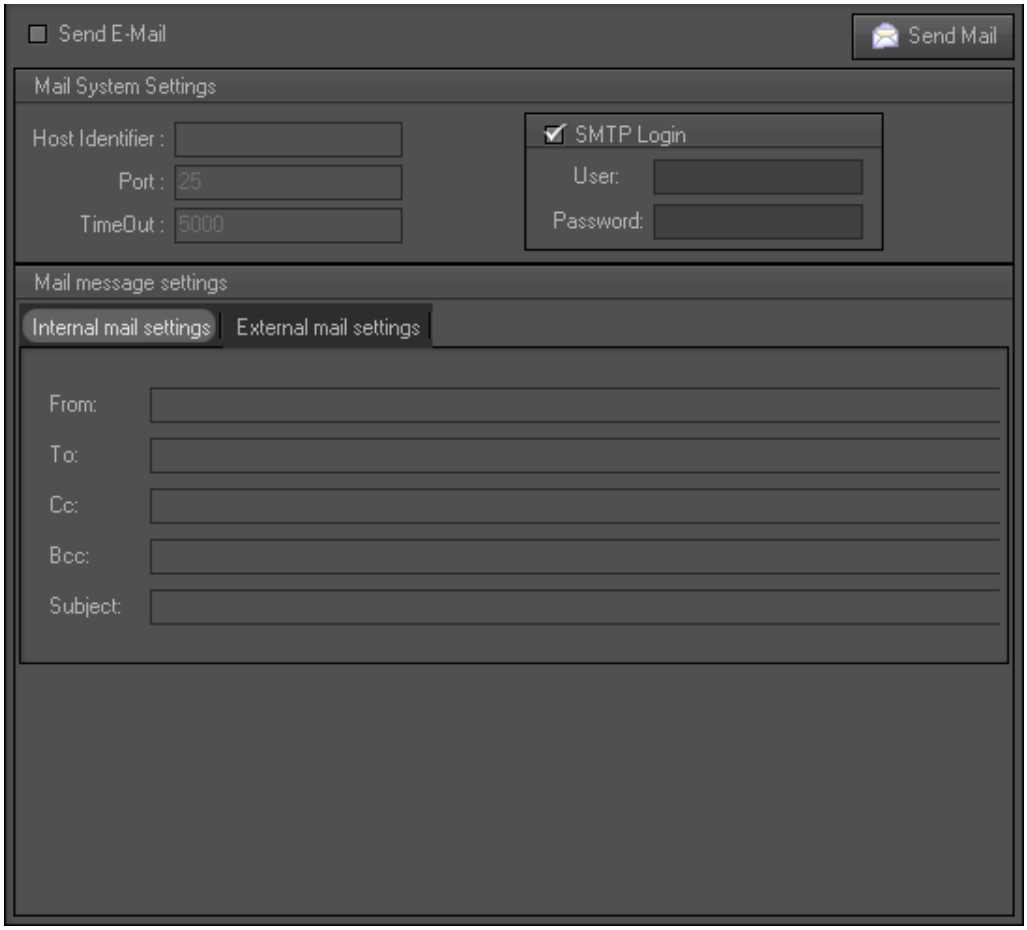
If you change the current database settings, test the connection and then close the Settings window, a message box will appear.


Information
The Database settings are changed.
The system can not guarantee anymore consistency nor good operation.
Yes will stop the application (Recommended), Cancel will let you continue on your own risk!
Yes
Cancel

If you click **Yes**, the application is stopped and closed. A manual restart will be required. Click **Cancel** to continue.

6.3.7. E-Mail Options Tab

The E-Mail Options tab allows you to configure an e-mail account enabling the application to e-mail error notifications to the EVS developers.



To be able to configure the e-mail account, you have to select the **Send E-Mail** check box. The fields in the Mail System Settings and Mail Message Settings group box become available.

Configuring an E-Mail Account

In the Mail System Settings group box you have to enter the IP address and port number of the SMTP server and specify a timeout. In the SMTP Login group box you can enter a username and password.

Configuring a Default E-Mail Message

The Mail Message Settings group box contains two tabs: Internal Mail Settings and External Mail Settings.

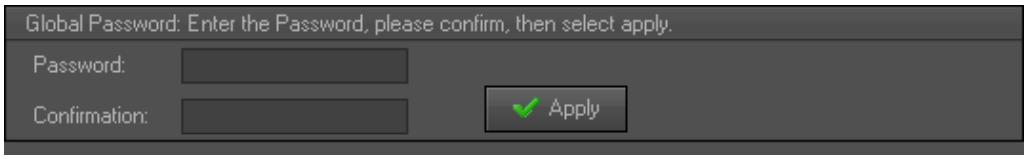
The Internal Mail Settings tab is used to configure a default e-mail message that will be sent to the EVS developers when an error occurs.

The External Mail Settings tab is used to configure a default e-mail message that will be sent to the customer to notify him about an error. In each tab you have to enter the sender's email address, the email address of the various recipients and a subject.

To test the settings and manually send an e-mail message, click the **Send Mail** button.

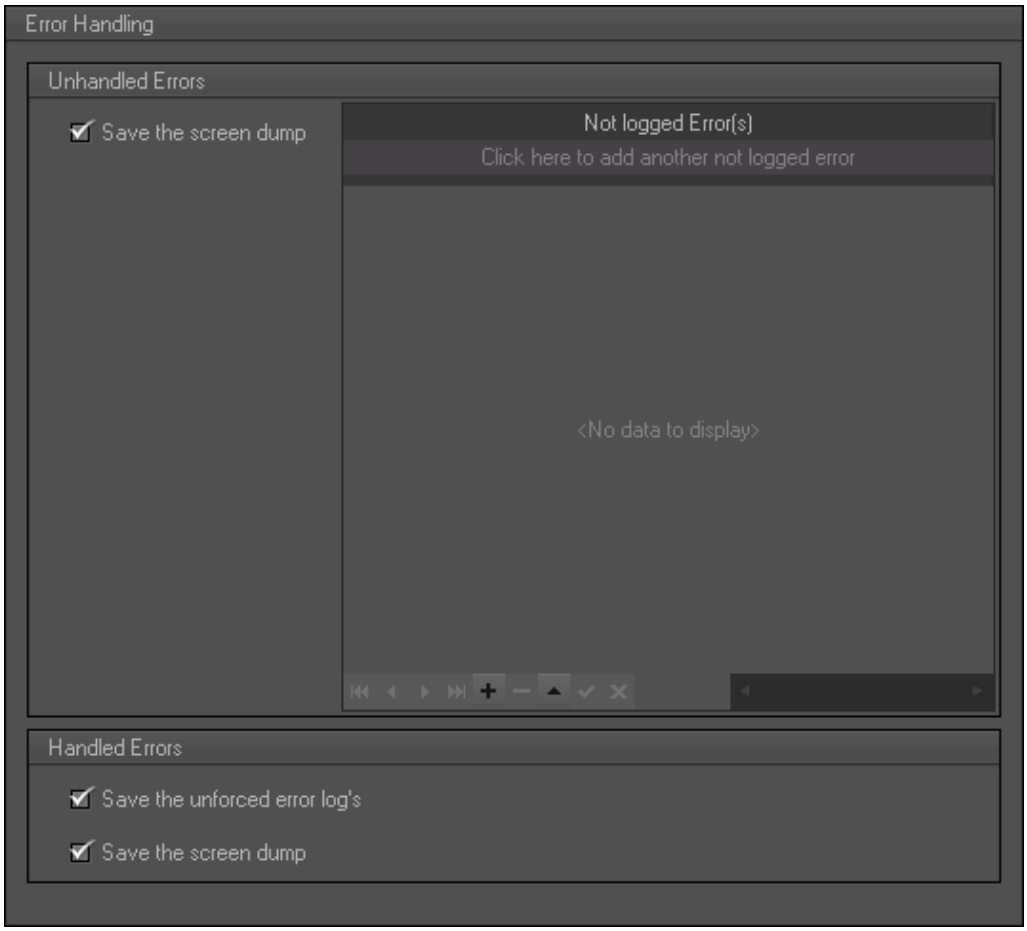
6.3.8. Global Password Tab

The Global Password tab allows you to set a password that the superuser(s) has/have to enter to be able to edit the Global settings of the application, if any. To apply the password, you have to click the **Apply** button.



6.3.9. Error Handling Tab

The Error Handling tab is used to configure the error handling by the application. This tab will only be used by the EVS administrator.



Handling Unhandled Errors

If the **Save the Screen Dump** check box is selected, a screenshot is taken of an unhandled error message and stored in the database and in a folder on the computer

where the application is installed. In the Not Logged Error(s) pane, errors can be typed for which no log was created. By default, this check box is selected.

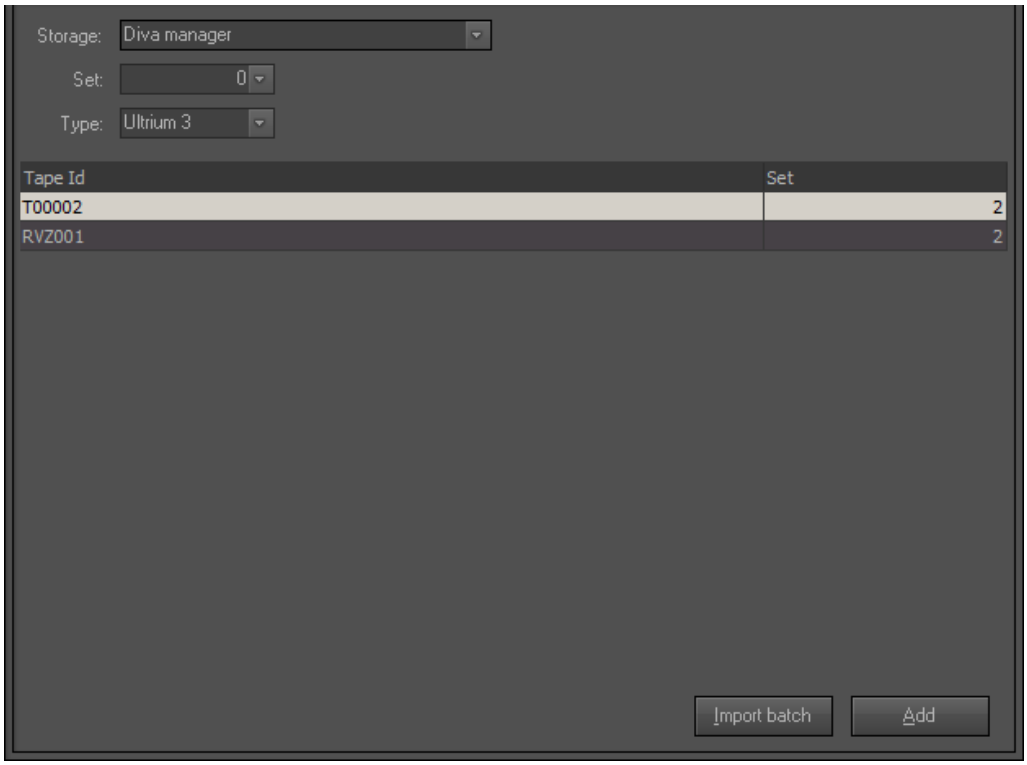
Handling Handled Errors

If the **Save the Unforced Error Log's** check box is selected, the log of the error is saved in the database and in a folder on the computer where the application is installed. By default, this check box is selected.

If the **Save the Screendump** check box is selected, a screenshot is taken of the error message and stored in the database and saved in the same folder as where the error log is kept. By default, this check box is selected.

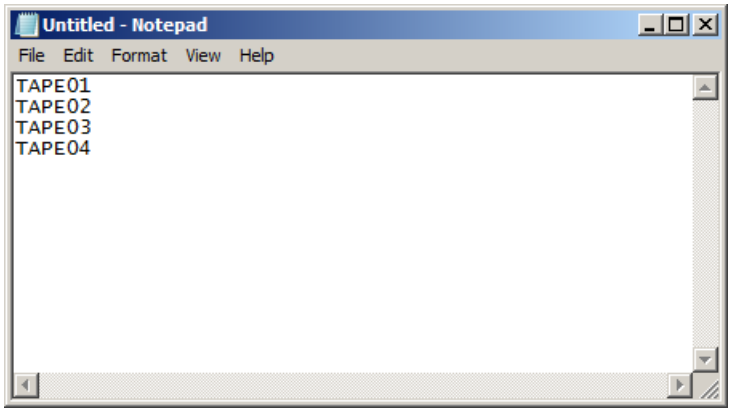
6.3.10. Tape Storage Tab

The Tape Storage tab only applies if IP2Archive interfaces with a FrontPorch Digital hierarchical storage management system. It contains vital information about the tapes in the tape library.



Here the system administrator has to add the ID of the tapes that are available in the tape library. This is necessary because IP2Archive Tape Storage Controller cannot obtain this list from the DIVArchive database through the DIVArchive API. The system administrator can add single tape IDs by clicking the Add button, but he can also import a list containing multiple tape IDs by clicking the Import Batch button.

Each tape has a unique ID. This ID can be the ID assigned to the tape by the tape manufacturer, e.g. T0001, but can also be a custom ID assigned in agreement with the customer. This custom ID will consist of maximum six characters, e.g. EVS001. The list containing the tape IDs is a simple text file. The IDs have to be entered in the text file below each other as exemplified in the image below.



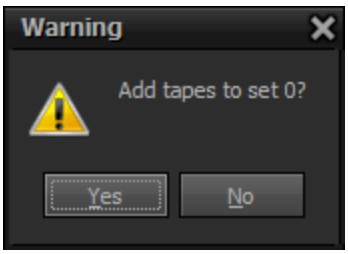
The system administrator also has to define the name of the DIVArchive Manager, the default tape set ID, and the tape type. This will be the properties of a newly added tape.

How to Add a Single Tape ID

To add a single tape ID, proceed as follows:

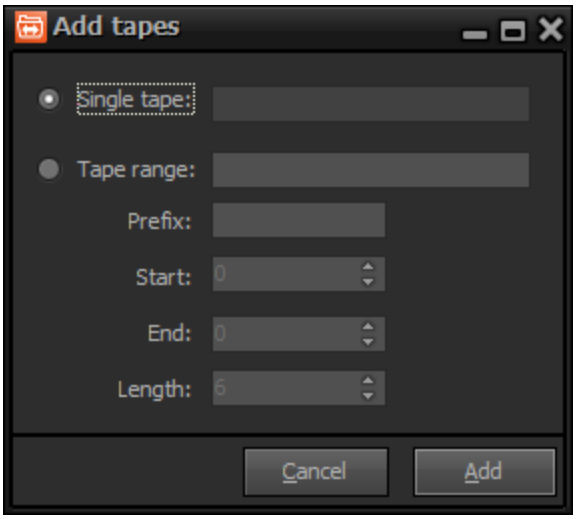
1. Click the **Add** button.

- If tape set ID 0 is selected, a warning message appears. This is because normally no tapes are assigned to tape set 0.



Click **No** to abort the operation and select a different tape set ID first.

- If tape set ID 0 is not selected, or if you click **Yes**, the Add Tapes dialog box appears.



2. Select the **Single Tape** radio button.
3. Enter the tape ID.
4. Click **Add** to add the tape ID to the list of tape IDs or **Cancel** to cancel the operation.

How to Add a Tape Range

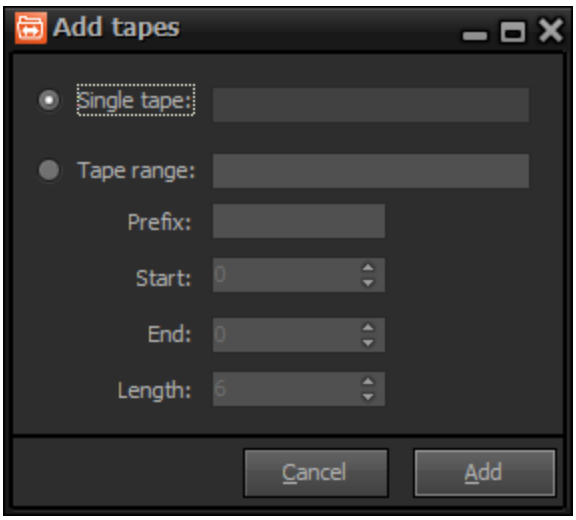
To add a range of tapes, proceed as follows:

1. Click the **Add** button.

- If tape set ID 0 is selected, a warning message appears. This is because normally no tapes are assigned to tape set 0.

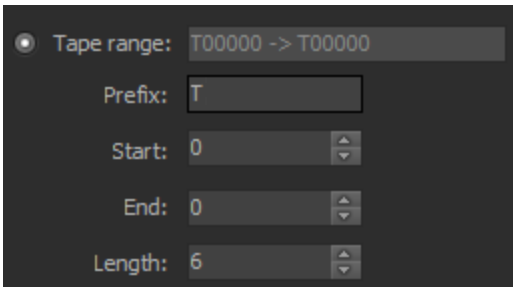
  Click **No** to abort the operation and select a different tape set ID first.

- If tape set ID 0 is not selected, or if you click **Yes**, the Add Tapes dialog box appears.



2. Select the **Tape Range** radio button.
3. In the **Prefix** field, enter the default prefix that should be added to each tape ID belonging to the tape range, e.g. 'T'.

   A preview is given of the new tape IDs.



4. In the **Start** field, select or type the start number of the first tape ID.
5. In the **End** field, select the end number of the last tape ID.
6. In the **Length** field, specify the length, i.e. the number of characters, of the tape ID.
7. Click the **Add** button to add the tape IDs or **Cancel** to cancel the operation.

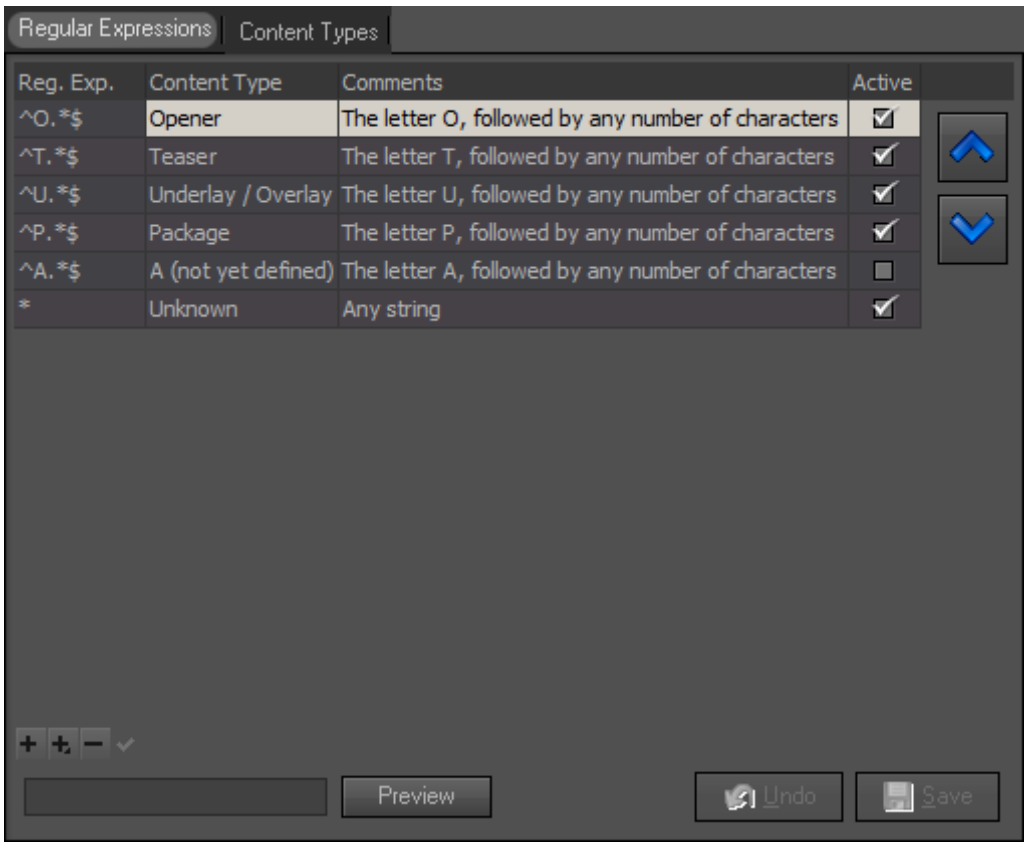
6.3.11. Content Types Tab

The Content Types tab is used to specify the possible content types of the clips that enter the deep archive system. The Content Types tab consists of two sub-tabs:

- Regular Expressions
- Content Types

Regular Expressions Sub-tab

The Regular Expressions sub-tab is used to manage regular expressions. These regular expressions are used by Deep Archive Manager to derive the content type of a clip from its video file name. The regular expressions are displayed in order of priority. The regular expressions at the top of the list will be processed first.



Possible Regular Expression

The table below gives an overview of the regular expressions that can be used:

Metacharacter Syntax	Operator Name	Description
.	Any Character -- Dot	Matches any character.
+	One or More -- Plus Quantifier	Matches one or more occurrences of the preceding subexpression.
?	Zero or One -- Question Mark Quantifier	Matches zero or one occurrence of the preceding subexpression.
*****	Zero or More -- Star Quantifier	Matches zero or more occurrences of the preceding subexpression.
{m}	Interval--Exact Count	Matches exactly *m* occurrences of the preceding subexpression.
{m,}	Interval--At Least Count	Matches at least m occurrences of the preceding subexpression.
{m,n}	Interval--Between Count	Matches at least m, but not more than n occurrences of the preceding subexpression.
[...]	Matching Character List	Matches any character in list ...
[^ ...]	Non-Matching Character List	Matches any character not in list ...
|	Or	'a|b' matches character 'a' or 'b'.
(...)	Subexpression or Grouping	Treat expression ... as a unit. The subexpression can be a string of literals or a complex expression containing operators.
\n	Backreference	Matches the nth preceding subexpression, where n is an integer from 1 to 9.

Metacharacter Syntax	Operator Name	Description
\	Escape Character	Treat the subsequent metacharacter in the expression as a literal.
^	Beginning of Line Anchor	Match the subsequent expression only when it occurs at the beginning of a line.
$	End of Line Anchor	Match the preceding expression only when it occurs at the end of a line.

How to Add a New Regular Expression

To add a new content type, proceed as follows:

1. In the Regular Expressions sub-tab, click:

- to add a record for a new regular expression below the existing regular expressions.
- to insert a regular expression between two existing regular expressions.

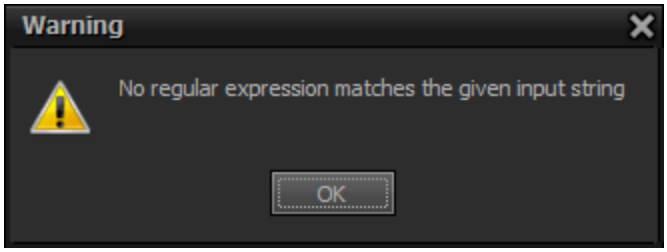
2. Enter the regular expression string in the **Reg. Exp.** field. For example, '^T.*$'.
3. Select the desired content type from the **Content Type** field. For example, 'Teaser'.
4. Enter a comment in the **Comments** field. For example, 'The letter T, followed by any number of characters'.
5. Activate the regular expression by selecting the corresponding check box.
6. Click to validate the new regular expression. This button only becomes available once you have added a new regular expression.

   Deep Archive Manager adds the new regular expression to the IP2Archive database.
7. Click **Save** to add the new regular expression definitively to the database or **Undo** to return to the state before you added a new regular expression. These buttons only become available once you have validated the changes.

   In the example, Deep Archive Manager will now categorize all archive candidates whose video file name starts with the letter T followed by any number of characters as belonging to the content type Teaser.

How to Test a Regular Expression

To test a regular expression, e.g. '^T.*$', type part of the video file name of a clip, e.g. T_Lonely_In_Paris, in the **Test** field and then click the **Preview** button. A popup will appear indicating the content type the clip belongs to. If the entered video file name string doesn't match any regular expression, a warning message will appear.



How to Edit a Regular Expression

To edit a regular expression, just select it in the Regular Expressions list and perform the necessary changes. Click to validate the changes. Click **Save** to save the changes you made, or **Undo** to undo them. These buttons only become available once you have validated the changes.

How to Deactivate a Regular Expression

To deactivate a regular expression, clear the corresponding **Active** check box. The regular expression will remain visible in the list of regular expressions, but will no longer apply to the video file names as they appear in Deep Archive Manager.

How to Delete a Regular Expression

To delete a regular expression, proceed as follows:

8. In the Regular Expressions sub-tab, select the regular expression you want to delete.
9. Click .

   A dialog box appears asking you to confirm the action.
10. Click **OK** to continue.

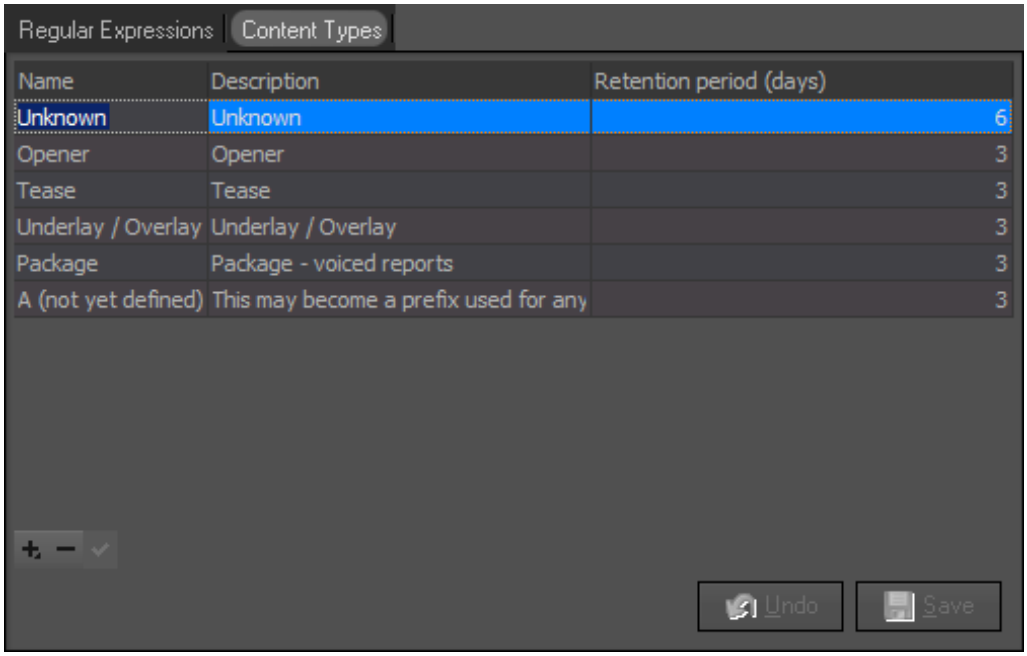
    The record of the regular expression is removed from the **Regular Expressions** list.
11. Click **Save** to definitively delete the regular expression or **Undo** to return to the state before you deleted the regular expression.

How to Change the Priority of a Regular Expression

- To change the priority of a regular expression, select it in the **Regular Expressions** list and then click or to move the regular expression one position up or down the list. Click **Save** to save the new order or **Undo** to undo it.

Content Types Sub-tab

The Content Types sub-tab is used to manage the possible content types. New content types can be added and existing content types can be edited or deleted. A retention period for each content type can also be specified.



How to Add a New Content Type

To add a new content type, proceed as follows:

1. In the Content Types sub-tab, click .

   In the Content Types list a new, empty record is added below the existing content type records.
2. Enter a name and description for the new content type.
3. Enter a retention period.

   Deep Archive Manager will propose a date to remove the hi-res video file of a particular clip. It will take the archive date of the clip and add the number of days entered in the **Retention Period** field. This proposal date will be displayed in the **Remove Hires Proposal** field of the Archived tab.
4. Click to validate the new content type. This button only becomes available once you have added a new content type.

   Deep Archive Manager adds the new content type to the IP2Archive database.
5. Click Save to add the new content type definitively to the database or Undo to return to the state before you added a new content type. These buttons only become available once you have validated the changes.

How to Edit a Content Type

To edit a content type, just select it in the Content Type list and perform the necessary changes. Click to validate the changes. Click Save to save the changes you made, or Undo to undo them. These buttons only become available once you have validated the changes.

How to Delete a Content Type

To delete a content type, proceed as follows:

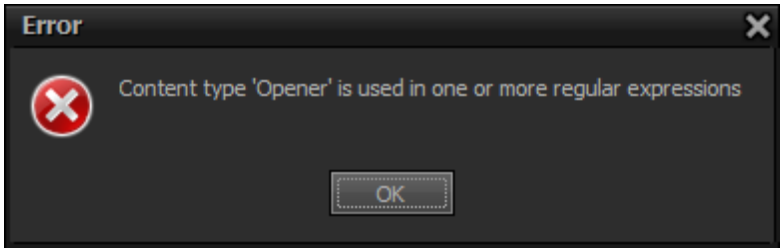
1. In the Content Types sub-tab, select the content type you want to delete.
2. Click −.

   A dialog box appears asking you to confirm the action.
3. Click **OK** to continue.

   The record of the content type is removed from the Content Types list.
4. Click **Save** to definitively delete the content type or Undo to return to the state before you deleted the content type.

Warning

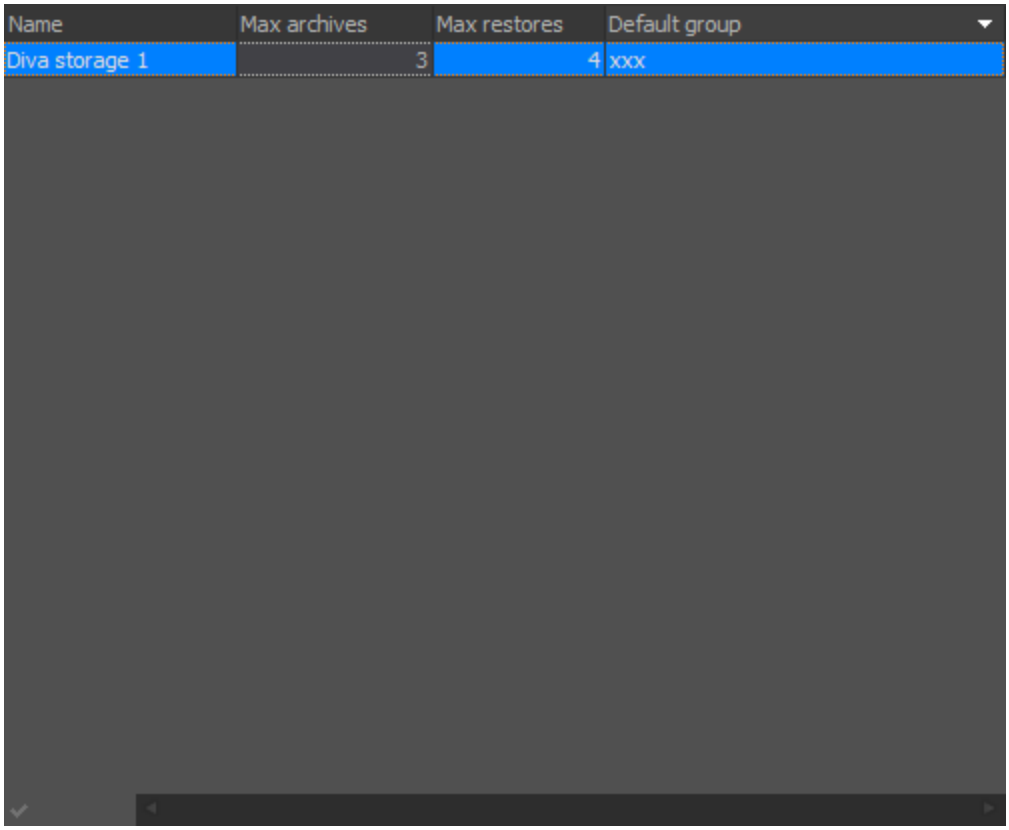
You cannot delete content types that are used in one or more regular expressions. An error message will appear.



Delete these regular expressions first.

6.3.12. Storages Tab

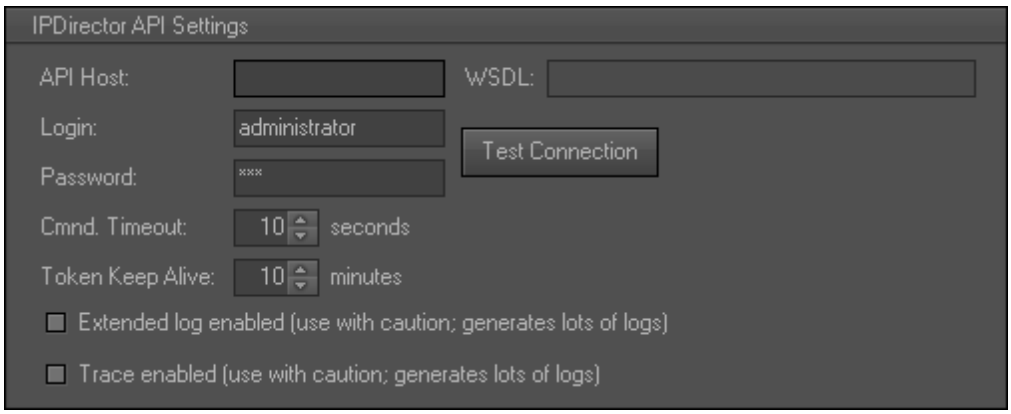
The Storages tab only applies if IP2Archive interfaces with FrontPorch Digital DIVA. It allows the system administrator to specify or modify the default tape group of the tape archive and the set maximum number of archive and restore requests that can be simultaneously processed by the deep archive system.



To modify a value, click it and enter a new value. Once you have modified a value, you have to publish this change to the IP2Archive database. To do this, click . This button only becomes available once you have modified a value.

6.3.13. IPDirector API Tab

The application communicates with IPDirector through the IPDirector API. The IPDirector API tab allows you to configure this communication.



In the IPDirector API Settings group box you have to enter the data the application needs to be able to communicate with the IPDirector API:

- IP address or hostname of the server that hosts the IPDirector API.
- Login, i.e. ‘administrator’ and password, i.e. ‘evs’, necessary to log into the IPDirector API.

The path to the IPDirector API .wsdl file is automatically calculated on the basis of the IP address of the server that hosts the IPDirector API.

You can set a default command timeout interval.

You can also set a default time interval after which the token of a session is reset.

A **Test** button is provided allowing you to test the login and username. If all data is correct, the message 'Connected' will appear. Otherwise, the message 'Not Connected' will appear.

To enable extended logging of the SOAP client, select the corresponding setting.

To enable tracing of the communication between the SOAP client and server, select the corresponding setting.

7. Managing Users and User Rights

7.1. Introduction

The users and user rights of the application are managed in the MADConfig application. This application allows the system administrator to:

- create users for the application within a department of a company;
- assign a username and password to log into the application;
- create user groups and assign user rights to each group;
- add users to a user group.

For more information about how to perform these actions, see the MADConfig user manual.

7.2. User Rights Structure

The structure of the user rights is User / Group / Role.

7.2.1. User Groups

All users are put into groups. Each user is member of one or more user groups. All groups have at least one role assigned.

7.2.2. Roles

A role is a user right. It allows a user to perform certain actions in the application. Roles are not assigned to users, but to groups.

7.3. Overview Deep Archive Manager User Rights

The following user rights have been defined in MADConfig:

User Right	Meaning
Start Deep Archive Manager	The user can start the Deep Archive Manager.
Archive	The user has archive rights in the Deep Archive Manager.
Restore	The user has restore rights in the Deep Archive Manager.
Remove Hires	The user has remove rights in the Deep Archive Manager.
Purge	The user has purge rights in the Deep Archive Manager.
Partial Restore	The user has partial restore rights in the Deep Archive Manager.

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